

**STUDENT ACTIVITY**

**EXPENSE FORM**

Date: \_\_\_\_\_

Make check payable to:

Requested by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor No. \_\_\_\_\_

Account No. \_\_\_\_\_

Quantity	Description of Item	Unit Cost	Total

To be used for: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_

**Club Advisor**

**Principal**