



EXPENDITURE APPROVAL FORM

Kentridge High School Booster Club

To Be a Charger!

Booster Club Team Reps: This form, along with receipts, will become part of the KRHS Booster Club permanent files. These files are required to maintain the Club's "Non-Profit/Tax Exempt" status. Complete this form, attach receipts, and hand into the Club Treasurer NLT the annual June meeting. Fill in your accounting spreadsheet before submitting for approval.

YOU MUST HAVE APPROVAL PRIOR TO PURCHASE OR RECEIVING A CHECK

Parent Rep: _____

Team: _____

Phone: _____

Date: _____

Source of Expenditure: _____ (Club or other Club checking)

EXPENSE CODE	Explanation of Expenses	Amount
_____	1) _____	\$ _____
_____	2) _____	\$ _____
_____	3) _____	\$ _____
_____	4) _____	\$ _____
_____	5) _____	\$ _____
_____	6) _____	\$ _____
_____	7) _____	\$ _____
_____	8) _____	\$ _____
TOTAL AMOUNT		\$ _____

Check Payable To: _____

Check # _____

Signature of Team Rep: _____

Balance in checking \$ _____

Is any single check greater than \$1500? NO ____ YES ____ if yes, requires AD approval

Is this check for pass through money which is not tax deductible? NO ____ YES ____

(do not combine tax deductible and non-deductible in one check)

Are the funds requested included in the TEAM BUDGET? NO ____ YES ____

Do the funds requested support the mission of the Club? NO ____ YES ____

Is this a donation to KRHS? NO ____ YES ____ If yes, KRHS ASB Donation Form required

FOR BOOSTER CLUB TREASURER'S USE ONLY

Check # _____ Amount: \$ _____ Date: _____ Treasurer's Initials _____

FILLING OUT THE KRHS BOOSTER CLUB TEAM SPREADSHEET

THE ACCOUNTING YEAR STARTS ON 1 AUG AND ENDS ON 31 JULY

FOR EACH CHECK, FILL IN THE DATE, CHECK NUMBER, DESCRIPTION, DEBIT

FOR COLUMN G - USE "O" (NOT ZERO) FOR OUTSTANDING CHECK THAT HAS NOT CLEARED THE BANK

USE "T" FOR TRANSFER OF FUNDS TO ANOTHER KRHS BOOSTER CLUB ACCOUNT

USE "C" WHEN A CHECK CLEARS

USE AN "X" FOR CANCELLED CHECK

EACH TIME YOU WRITE A CHECK:

1. COMPLETE THE EXPENDITURE APPROVAL FORM - ENTER PROPER CODE(S)
2. EMAIL, TAKE A PICTURE AND TEXT OR MEET WITH PRESIDENT OR TREASURER FOR APPROVAL
IF YOU ARE NOT EXACTLY SURE ON AMOUNT (PIZZA, TEAM BUILDING NIGHT, GIVE APPROXIMATE
NOT TO EXCEED AMOUNT. GET APPROVAL FOR THIS AMOUNT. SOMEONE WILL HAVE TO PAY
FOR THIS AND THEN SUBMIT ORIGINAL RECEIPTS FOR REIMBURSEMENT CHECK.
3. PICKUP CHECK, BRING APPROVAL FORM, SIGN FOR CHECK
4. ONCE PURCHASED, ATTACH RECEIPTS TO THIS THE APPROVAL FORM
5. OPEN UP THE KRHS BOOSTER CLUB TEAM SPREADSHEET AND ENTER THE DATA
6. PUT AN "O" IN COLUMN G
7. PUT AN "X" IN THE COLUMN THAT APPLIES FOR EXPENSE
8. GO ONLINE WITH SHARED ACCESS THROUGH US BANK
9. CHECK YOUR ACCOUNT FOR ANY CHECKS OR DEPOSITS THAT HAVE CLEARED
10. UPDATE COLUMN G OF YOUR SPREADSHEET BY CHANGING THE "X" TO A "C"
11. SAVE THE DATA ON YOUR SPREADSHEET.
12. ENTER THE CURRENT TEAM BALANCE ON THE EXPENDITURE APPROVAL FORM

EXPENSE CODES

- I-7b Less cost of goods sold (concession stand purchases, fundraiser costs)
- I-10 Grants paid (e.g.- Kentridge ASB Fund, requires Donation Form)
- I-11 Benefits paid to or for members (e.g. - camp insurancem, tournament fees)
- I-13 Professional fees for contractors (guest coach or speaker, bank fees)
- I-14 Occupancy , rent, utilities a
- I-15 Printing, publications, postage (e.g. - general pupose, not fundraiser)
- I-16 Other expenses (e.g. - food, transportation, equipment)
Use this category for "Pass Thru" expenditures