



**Meeting Minutes/Student Involvement Form**

**Approval for Expenditure of Funds**

**in Accordance with NYS Pamphlet 2 (rev. 2019)**

Name of Club/Activity \_\_\_\_\_ School \_\_\_\_\_

Date of Meeting \_\_\_\_\_

Meeting was held to gain approval for expenditure of funds\* from the above named extra-classroom activity account for the purpose of (give specifics): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*It should be noted above if this approval is for multiple expenditures of a planned activity (i.e, proms, senior balls, banquets, musical performances, trips, etc.)**

**\*\*Approved Expenditure(s) \$ \_\_\_\_\_ Payable to \_\_\_\_\_**

Number of members present/attending event: \_\_\_\_\_

\_\_\_\_\_  
Student Treasurer (signature required)

\_\_\_\_\_  
Faculty Advisor (signature required)

**\*\* Expenditures will be paid upon submission of original vendor invoice or original receipts for purchases by individuals. Cash advances will only be made to Brighton Central School District employees. NYS sales tax must be paid where applicable.**