



Meeting Minutes/Student Involvement Form

Approval for Expenditure of Funds

in Accordance with NYS Pamphlet 2 (rev. 2015)

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.**