



ASB Purchase Request to Reimburse UHS General Fund

Club Requesting: _____ Advisor Responsible: _____

Amount of Money in ASB Club Account: _____

Companies/Organizations	Amount Disbursed

Approvals:

Approval is only given with a UHS purchase request form filled out and attached to this document. Approval is given for the Business Manager to purchase items using UHS General Fund money. Upon purchase, proper forms must be filled out for the ASB Club to reimburse the UHS General Fund. The proper forms are: ASB Check Request Form (reimbursement from ASB to General Fund) and the UHS Internal Transfer of Funds Form)

Club Representative: _____ Date: _____

Advisor: _____ Date: _____

Activities Director: _____ Date: _____

Principal: _____ Date: _____