HERNDON HIGH SCHOOL
BAND PARENTS ASSOCIATION
PO BOX 1293
HERNDON, VA 20172-1293

EXPENDITURE APPROVAL FORM

Prior approval of all expenditures over $25 required.
$25 to $100 requires approval of an Executive Board Member
Over $100 requires approval of the BPA Board

Explanation/Description of Expenditure:

Expected Start Date	Expected Completion Date	Estimated Cost (not to exceed)

Prior approval of all expenditures over $25 required.
$25 to $100 requires approval of an Executive Board Member
Over $100 requires approval of the BPA Board

_____ _____

Submitted by/Date Approved by /Date

Approved form must be submitted with Reimbursement form.