Herndon High School
Band Parents Association

Expense Approval Form

Prior approval of all expenses over $25.00 is required.
$25.00 - $100.00 requires approval of an Executive Board member.
Greater than $100.00 requires approval of the HHSBPA Board.

Explanation/Description of Expense:

_____

_____

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Expected Start Date: _____

Expected Completion Date: _____

Estimated Cost: _____

Prior approval of all expenses over $25.00 is required.
$25.00 - $100.00 requires approval of an Executive Board member.
Greater than $100.00 requires approval of the HHSBPA Board.

_____	_____	_____	_____
Submitted By	Date	Approved By	Date

This Approval Form must be submitted with the Reimbursement Form