



EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.

TEACHERS AND INSTRUCTORS: You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.

TEAM ADVISORS: For purchases for your team that are under \$500, your approval can come from the ASB Advisor.

Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.

ALL STAKEHOLDERS: Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: Jim Barkdoll

(Circle One): Student Staff Parent Other

Requested Expense: 250 Chromebooks

Reason for Expense: Replace dying inventory

Estimated Amount: \$53,750⁰⁰

Is this an ASB Expense? Yes No

What account should this expense be debited from? LLMF

Date of Expense: _____

If an ASB team expense, current fund balance? _____

How much of the current balance is restricted funds? _____

Will this expense use restricted funds? _____

Approval: _____ Date: _____

Review your order



There are 2 important messages about your order.

- Confirm presence of a receiving dock in the address settings to enable pallet...
- If tax exemption is applied to this order, you acknowledge your tax exemption...

Group

Information Technology (Encore Education Corporation)

Change

Payment method [Change](#)

Pay by Invoice

Promotional Codes:

Enter Code

Apply

Shipping address [Change](#)

Encore High School
18855 LEMON ST
HEBERIA, CA 92345-5130
United States
Phone: 7606492035
[Ship to multiple addresses](#)

Place your order

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

Order Summary

Items (250)	\$53,750.00
Shipping & handling	\$0.00
Total before tax	\$53,750.00
Estimated tax to be collected*	\$0.00

Order total: **\$53,750.00**[How are shipping costs calculated?](#)Business order information [Change](#)

PO number

11MR0322021

Estimated delivery: Mar. 9, 2021 - Mar. 15, 2021



Newest Flagship HP Chromebook, 11.6" HD (1366 x 768) Display, Intel Celeron Processor N3350, 4GB LPDDR2, 32GB eMMC, Chrome OS, HD Graphics 500, 11A-NB0013DX, Ash Gray
\$215.00

Quantity: 250 [Change](#)

Sold by: Cydison Electronics (One Day Shipping Available)

Gift options not available.

Tax Exemption Applied [Remove](#)

Choose a delivery option:

- Tuesday, Mar. 9 - Monday, Mar. 15
FREE Shipping
- Thursday, Mar. 4
\$9.045 \$2 - Shipping
- Friday, Mar. 5
\$5.177.12 - Shipping

*Why has sales tax been applied? [See tax and sales information](#)Do you need help? Explore our [Help pages](#) or contact us.

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