



# ExCEL After School Programs



## CBO EXPENDITURE APPROVAL FORM FOR ALLOWABLE EXPENSES

School Site: \_\_\_\_\_ CBO: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_

Grant Type (Please circle): ASSET      ASES Base      ASES Supplemental      21<sup>st</sup> Century Base

21<sup>st</sup> Century Supplemental      Family Literacy      Before School Grant      Direct Access      Matching Funds

**PLEASE REFER TO ALLOWABLE EXPENSES LIST FOR REQUIRED DOCUMENTATION FOR PURCHASE.**

Approval Request	Cost (attach estimate /quote if applicable)	Rationale/ Description of services
Subcontractor Name _____		Please attach subcontract agreement/MOU that includes services to be provided and costs for services
Video/Computer (games or consoles), digital media # _____ Unit Cost _____		Please attach lesson plan for which the video/computer games/digital media will be used
T-shirts/sweatshirts for participants # _____ Unit Cost _____		Please attach design mock up. Tag line required: <i>ExCEL After School Program</i> <i>Name of School</i> <i>SFUSD</i>
Youth Stipend for HS only Amount /youth\$ _____		Attach MOU/agreement for Stipend
Large Purchases over \$1,500 # _____ Amount _____		
School Wide Events <input type="checkbox"/> Academic <input type="checkbox"/> Enrichment Recreation/Physical Activity		Provide source of matching funds
Other _____		

*FOR ExCEL USE ONLY*

**ExCEL Approval Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name:** \_\_\_\_\_