



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 21st Century Base

21st 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** _____

ExCEL Assigned Team member: _____