



**LOYOLA MARYMOUNT UNIVERSITY**  
**Department of Campus Recreation**  
**Club Sports Expenditure Approval Form**

Funds for Club Sports expenditures can be dispersed in three ways. They are through invoice, purchase order or reimbursement. Types of acceptable operational expenditures include but are not limited to travel, officials' fees, league fees, coach's fees, fundraising, and equipment. In all cases, **all Club Sports expenditures over \$250 must be acceptable and will require the prior approval of two club officers, the club advisor and the Assistant Director.**

This form, accompanied with a written quote of the potential purchase, is to be shown to and approved by two club officers as well as the Club Advisor. Once all signatures have been acquired, please submit this form, along with the written quote, to the Assistant Director for final approval.

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club President Name (Print)

\_\_\_\_\_  
Second Club Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Club Officer Name (Print)

\_\_\_\_\_  
Club Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Advisor Name (Print)

\_\_\_\_\_  
Assistant Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director Name (Print)

Vendor: \_\_\_\_\_

Quote Amount: \_\_\_\_\_