



**Canyon Crest Academy**  
**FOUNDATION**

**Pre-Authorization of Expense Form**

**Instructions:**

This form is to be used by teachers, coaches, event chairs and involved parents.  
Use this form for approval of expenses to be paid by the Foundation's Credit Card.  
Use this form for approval of expenses to be paid on your personal Credit/Debit Card.  
If the expense item is pre-authorized, and if you are using your personal Credit/Debit Card please use the Reimbursement Request Form to receive reimbursement.  
Keep a copy of this form for your records.

Description of Need: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Program/ Sport/Event: \_\_\_\_\_ Date: \_\_\_\_\_

Expense Item: \_\_\_\_\_ \$: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this for a budgeted Item: Yes \_\_\_ / No \_\_\_ If No, explain: \_\_\_\_\_  
\_\_\_\_\_

Submitted by Teacher, Coach, Teacher, Event Chair, Parent:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Review by Principal - Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Foundation Use Only**

Pre-Approved: Yes \_\_\_ / No \_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director

If No, explanation: \_\_\_\_\_  
\_\_\_\_\_

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Pre-Approval Communicated to Submitter: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Manager