

**BLISSFIELD COMMUNITY SCHOOLS  
MISCELLANEOUS EXPENDITURE REQUEST FORM  
(conferences, travel, and all other miscellaneous expenditures)**

ITEM(S): \_\_\_\_\_

STATEMENT OF NEED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COST (EACH): \_\_\_\_\_

COST AND DESCRIPTION OF RELATED SUPPLIES/MAINTENANCE FOR YEAR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

BUILDING: \_\_\_\_\_

DATE: \_\_\_\_\_