



## Purchase Request Form

This form must be used for any non-budgeted purchase requests to exceed \$200. If an emergency purchase has been made and is being submitted for reimbursement, please note and attach copies of receipts.

*For the request to be considered, all information must be filled in completely. Please check the department for which the request is being made.*

Item Requested	Person Requesting	Place of Intended Purchase	Expected Cost	Reason for Requested Purchase	Band	Drumline	Guard	Choir

Forms must be submitted to any Tipp City Music Booster Executive Board member or Music Department Director, and taken to the Executive Board to begin the approval process.

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_ Date of Request \_\_\_\_\_

*Any unauthorized purchases are subject to non-payment by the Tipp City Music Boosters.*