



# Tipp City Music Boosters SPENDING AUTHORIZATION REQUEST Form

\_\_\_\_\_  
Name of Requesting Person

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date of Request

Purchase: (please indicate reason or need)

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

Indicate for which group

Band	Choir	Color Guard
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Place of Purchase:

\_\_\_\_\_

\$ \_\_\_\_\_

Amount Requested: Date needed by \_\_\_\_\_

Make check out to: \_\_\_\_\_

### GUIDELINES FOR PURCHASING

- Purchases need **pre-approval** by the Tipp City Music Booster President and/or Treasurer (concession stand items excluded)
- "Spending Authorization Request Form" needs to be completed & submitted to the President or Treasurer
- Any unauthorized purchases are subject to non-payment by the Tipp City Music Boosters
- Receipts cannot be used for credit to individual student accounts

Disposition (for Booster use only)

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