

Connally High School Band Boosters Organization

PURCHASE APPROVAL FORM



1. Date		2. Section	
3. Amount of Purchase		4. Requested By	
*Requestors Email Address:			
5. List of Items to be Purchased			
6. Requestor Signature			
*Note: By signing above, the requestor has read the instructions and understands that reimbursements for purchases that a) exceed the approved amount and b) do not have authorized approval will not be reimbursed by the Connally High School Band Boosters.			
7. Amount Approved		8. Tax Exempt Number	
9. Board Officer Signature & Date			

Instructions:

1. Date: The Date the request for purchase was submitted to a Board Officer for review.
2. Section: The area of responsibility for which purchases will be made. For example, "Concessions" or "Event Support" or "First Aid"
3. Amount of Purchase: The estimated cost of purchase. Purchases over the amount of \$300 will not be approved without documentation of estimated expense.
4. Requested By: The name of the person designated to make purchase on behalf of Board Officer.
5. List of Items to be Purchased: All items to be purchased must be listed in this section. Any items purchased that are not listed will not be reimbursed to the requestor.
6. Requestor Signature: Requestor must sign the request prior to submission. In addition to the Note described, the requestor understands that any amounts paid equal to sales tax will not be reimbursed.
7. Amount Approved: The amount approved by the responsible Board Officer.
8. Tax Exempt Number: The federal ID number designating our organization as exempt from payment of sales tax. In the event the Vendor does not accept the tax ID number, the requestor assumes responsibility for payment of sales tax.
9. Board Officer Signature and Date: The responsible Board Officer must sign and date the form.