

JJIBC-E4 - Booster and PTO Request for Unbudgeted Expenditure Approval

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Booster club expenditures of more than \$150.00 (\$25.00 for gift cards) require advance approval from the principal or their designee.

Name of Organization: _____ School Representing: _____

Officer Requesting Unbudgeted Expenditure: _____

Date and Results of Booster Vote regarding Unbudgeted Expenditure: _____

Contact Number: _____

Date of Request: _____

1. Describe the type of expenditure proposed (capital improvement, equipment, gift card, etc).

2. What is the total cost? _____ Will there be annual maintenance costs? Yes ____ No ____

3. If yes, please describe potential costs and provide estimate(s):

4. How will this expenditure benefit the school program?:

5. How did you follow the Booster Bylaws regarding approving Unbudgeted Expenditure Approval? Please state on separate paper and attach to this form.

6. Was this expenditure put out to bid publicly? Yes ____ No ____ If yes, please list vendors below:

- Vendor #1 _____ Contact Person _____ Tel # _____
- Vendor #2 _____ Contact Person _____ Tel # _____
- Vendor #3 _____ Contact Person _____ Tel # _____

MSAD #35 Office Use Only

Principal/Designee Action: Approved _____ Not Approved _____

☐ Expenditure is approved and will be maintained financially & replaced by the _____
Booster Group

☐ Expenditure is approved and will be maintained financially by the Marshwood School
District

Signature: _____ Date: _____

Revision #1

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