

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

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

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).

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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):

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

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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

Created 3 October 2022 15:03:33 by Elaine Robinson

Updated 16 March 2023 17:44:10 by Elaine Robinson