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).

_____
_____
_____
_____
_____

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 # _____

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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: _____

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