

# **TOHS Band Boosters**

## **Request for Approval to Purchase Goods/Services**

**This form is to be used for pre-approval to purchases goods/services on behalf of the Boosters**

Today's Date \_\_\_\_\_

Vendor \_\_\_\_\_

Description of goods/services to be purchased \_\_\_\_\_  
(If appropriate, please attach an itemized list of items ordered or attach a list of students who are to be billed for the items ordered.)

Expected Cost \_\_\_\_\_

Budget Category \_\_\_\_\_

Is this an approved budget item? Yes No

Requested by \_\_\_\_\_

Board Member Approval \_\_\_\_\_

Only one signature is necessary if the board member is making the request.

**Completed requests should be returned the Treasurer's mail folder in the Band Office. If you have any questions when filling out this form, please call Denise Vivero. Thank you for your help!**