

## Troup High Band Boosters Purchase Request Form



*Any purchase with Band Booster funds must be preceded by an approval purchase request (approval by Band Director, and a member of the executive board). Requests must be completed in full with justification of purchase detailed and the request must be legible to all parties.*



Requested By: \_\_\_\_\_

Date: \_\_\_\_\_

Line#	QTY	Unit	Description	Unit Price	Tax	Total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

*Justification (must be detailed and legible)*

Band Director: \_\_\_\_\_

Date: \_\_\_\_\_

Band Booster Board Member \_\_\_\_\_

Date: \_\_\_\_\_

Band Booster Board Member *(if req'd)* \_\_\_\_\_

Date: \_\_\_\_\_

Band Booster Board Member *(if req'd)* \_\_\_\_\_

Date: \_\_\_\_\_

Band Booster Board Member *(if req'd)* \_\_\_\_\_

Date: \_\_\_\_\_

(Requires Signatory approval of the band director and any board member, or (4) board members.)