



Sprayberry Band Boosters Association

Purchase Approval

Required for all major non-budgeted items as defined in the By-Laws & Standing Rules

Date Prepared: _____

Committee/Event: _____

Make Check

Payable To: _____

Receipts required within 2 weeks

Description: *(provide as much detail as possible)* \$\$

Total

Prepared By: _____

Approved By: _____

(signature of Band Director, President or Vice President)

For Treasurer's Use Only		
Date Issued: _____	Check Number: _____	W-9 Received _____
Charge To: _____		
Treasurer's Signature: _____		

Attach supplemental schedules if needed.

To be used in situations that require a cash advance (similar to the meals for band camp or SI expenses).