



# Maypearl FFA Booster Club



## Procedures for Funds Request

The procedures below and the attached form is used when a Chapter Advisor, Booster Club Member, or any other party requests funds to be released by Maypearl FFA Booster Club.

The form must be filled out to the best of the requester's knowledge and ability.

A detailed invoice or quote must be attached from a minimum of two vendors.

Budgeted funds pre-approved by the Booster Club and its Board Members can be re released based on the attached form signed by TWO Booster Club Board Members. I.e. chapter allocation, fundraiser allocation, prize purchases. (*Preferable will be the President and Treasurer signatures once offices are determined, but not limited to*).

New expenses, or funds, that are incremental to previously determined amounts, will also need to be requested through this form. This information will then be presented at the next standing meeting for the membership to vote. Per previously established by-laws, a minimum of ten members, in good standing, must be present for a quorum. Requests will be determined by a majority of attending members' votes. If approved, the requester should coordinate with the Treasurer to obtain payment for requested purchase.

If denied, the requester can make any amendments as requested by the voting members and resubmit updated requests at the following standing meeting.



# Maypearl FFA Booster Club



## Purchase Order/Funds Request Form

Date: \_\_\_\_\_ Name of Requestor: \_\_\_\_\_

Summary of Items Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for purchase: \_\_\_\_\_

Requested Vendor Name: \_\_\_\_\_

Total Cost of Request: \_\_\_\_\_

Request to come from Ag Department Needs Category? Yes / No

If not then where? \_\_\_\_\_

Was 2nd quote obtained if needed? Yes / No Requested Vendor Name:

\_\_\_\_\_ Total of 2nd quote:

\_\_\_\_\_

Was this item(s) requested through MISD first? Yes or No

Was this item(s) denied from MISD request? Why (short explanation):

\_\_\_\_\_

**Detailed estimate/invoice must be attached from both vendors if 2 quotes were obtained**

Advisor/Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVED / DENIED**

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_