**Tuscarora High School Instrumental Music Booster**

Disbursement Authorization Form

This form must be completed in the proper order and signed by the THSIMB Board prior to making a purchase or expending funds. To be eligible to be paid, this form must be complete, contain all signatures and be given to the Treasurer by June 5 for expenditures from the prior fiscal year. Copies of this document may be used, but the signatures cannot be copied.

Section 1 – To be completed prior to the purchase.

|  |  |
| --- | --- |
| **Approval Date** |  |
| **Authorized Limit** |  |
| **Approved By (Board Officer)** |  |

List items for different budget areas

|  |  |  |
| --- | --- | --- |
| **Description** | **Budget Line** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

Section 2 – To be completed after the purchase.

|  |  |
| --- | --- |
| **Purchaser / Payable To** |  |
| **Receipt Date** |  |
| **Address** |  |
| **City, State, Zip** |  |
| **Phone** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Treasurer’s Use Only** | |
| **Check No:** |  |
| **Date Paid:** |  |