

## **WAHOO MUSIC BOOSTER**

### **PURCHASE ORDER APPROVAL PROCEDURES**

Once the school principal has approved and coded the requisition and has routed the request to the officers of the boosters the following procedures need to be followed:

1. The approval process will depend on the dollar amount of the requisition.
  - a. For amounts \$50.00 and under, the approval is only required by the office of the president.
  - b. For amounts between \$50.00 and \$500.00, each officer including President, Vice-President, Secretary, and Treasurer will be allowed one vote per office. Three votes are required for approval.
  - c. For amounts \$500.00 and over, a vote will be held at the next gathering of the Music Boosters as designated by the President. Each member present, excluding the requestor, will have one vote. Simple majority is required for approval. In the event of a tie, the office of the President will be allowed an additional vote.
2. For items 1.a and 1.b the voting will be via email. Each officer is to "reply all" Aye or Nay back to the other officers and school principal.
3. If approval is gained via the outlined methods, the President shall make arrangements to sign the Purchase Order. If the President is unavailable for an extended period of time, the Vice-President's signature will be acceptable.
4. The Treasurer will record the purchase.
5. Known exceptions to the existing purchase order process will include "on the spot" demands related to concessions operations. Pizza, hot dogs, buns, etc are examples. Receipts from pizza orders during the operation of the concessions shall be placed in the money bag and turned in at the end of the event. Receipts from the hot dogs, buns, or etc, will be paid to the individual out of the till at the discretion of the concessions event supervisor.