



Dobyns-Bennett Band Boosters

Funding Request Form 2023-2024

Fill out the form below completely and place it in the IMB mailbox or email to jennifer.mize@dbband.org and michelle.brashears@dbband.org. Requests will be discussed at the next Finance Committee meeting (second Tuesday of the month). If the request needs to be discussed more urgently, please communicate the timeline for the decision to Jennifer Mize.

Requests must be submitted prior to signing contracts and/or making purchases >\$500 that are not included in the approved annual budget. Contact Michelle Brashears for budget information.

Date submitted _____

Budget category _____

Submitted by _____

Phone _____

Email _____

Vendor _____

Address _____

City/State/Zip _____

Description of purchase	Desired date of purchase	Amount

Treasurer use only

Date Approved by Finance Committee:

Check number:

Amount:

Date:

QuickBooks Account _____