

AMADOR FRIENDS OF MUSIC
Purchase Approval Form

ALL PURCHASES REQUIRE THE APPROVAL OF THE APPROPRIATE AFM BOARD MEMBER.

Name _____ Date _____

Phone _____ email _____

1. Item Requested for Purchase _____

2. Description /Use for Item _____

3. Date item will be purchased _____

4. Cost of Item (Actual or Estimated) _____

5. How will the item be billed? (choose one)

A. _____ Directly billed to AFM
If yes, date payment is due _____

B. _____ Reimbursement to purchaser. (Requires an Expense Voucher Form)
If yes, date reimbursement required _____

6. Was this item included in the current AFM budget? _____

Board Member Approval _____ date _____

(Approval must come from the appropriate AFM board member. If the purchase does not fall under the area of any specific board member, the AFM Treasurer or AFM President may approve the purchase. (All purchases are contingent on the Treasurer's approval.)

RETURN COMPLETED FORM TO THE AFM TREASURER