

Green Hope High School Band Boosters

Expenditure Authorization and Commitment

In order to perform their duties and responsibilities, the Board of Directors of the GHHS Band Boosters, along with the Committee Chairpersons and Committee Co-chairpersons are required to make expenditures on behalf of the Green Hope Band program. As a nonprofit organization, the GHHS Band Boosters is entitled to full reimbursement of sales taxes paid within the state of North Carolina for any items directly purchased for it's use (reimbursements to members for purchases made are ineligible) with the exception telephone service, purchase, lease or rental of motor vehicles, local occupancy or local prepared food and beverage taxes.¹

I understand that as a member of _____ committee, I am authorized to make purchases on behalf of the Green Hope High School Band and that, as a representative of a non-profit organization, it is my responsibility to maximize the tax benefits to the best of my ability. I further understand that I will be held accountable for appropriate documentation of any expenditures incurred. Further, if I am granted authorization to make purchases "on account" with a vendor, I agree to submit all detailed receipts to the Treasurer on a timely basis. Timely is defined as prior to the receipt of the vendor's request for payment. If receipts are not provided, I understand that I will be held liable for the expenditures incurred. Finally, I understand that any delegation of this purchase authority to other members of my committee is my sole responsibility.

Member Signature: _____ Date: _____

Print Name: _____

¹ Other non-applicable exceptions apply such as piped natural gas and electricity