



Oriole Nation Booster Club

Disbursement Request Form

The Oriole Nation Booster Club is proud to support our students and their extra-curricular activities. Please use this form to request any funds for use within the Oriole Nation.

To request unbudgeted funds, please complete this form, providing as much detail as possible and provide the form to the Oriole Nation Booster Club (jmaramonte@nfdlschools.org) for review and discussion at the next meeting. Requests of \$5,000 or more require at least two quotes and will be presented at one meeting and voted on at the following meeting. Please attach any additional documentation. Please submit a minimum of one week prior to meeting.

To Request budgeted funds, complete form and return to district office for submission of payment.

All purchases made with funds from the Oriole Nation will become joint property with the School District of North Fond du Lac and will be stored, maintained and inventoried by the school district.

Team or Group Name: _____

Contact Name: _____ Date: _____

E-mail Address: _____ Phone #: _____

Request Details:

Brief Description: _____

Total Cost: \$ _____

Budget Item? Yes / No

Life expectancy of purchase: _____ years / months

Storage and maintenance plan: _____

Description of purchase and purpose:

Make check payable to: _____

Address: _____

Approved: Yes No Amount Approved: \$ _____ Date: _____

President: _____

Reason, if not approved: _____

Check All that Apply

Credit Card Purchase Invoice attached Needs to be ordered
 Order Completed and submitted