



SPENDING AUTHORIZATION FORM

Pursuant to Whitestown Ordinance No. 2009-10, all purchases over \$5,000 must be pre-approved by a body having authority to approve claims.

Name of Requestor: Katie Barr

Department: Human Resources

Total Amount Requested: \$4,000 Budget Line Number: 1101.018374

General Description of Purchase (Attach additional materials as appropriate):

Holiday Hams for employees. Numerous vendors are donating the money for the hams. They will make their checks payable to Town of Whitestown that will be used to cover the charge on the town credit card.

Signature of Requestor: *Katie Barr*

Clerk-Treasurer Office Verification:

Sufficient funds are available in the budget line numbers set forth above for the purchase amount requested above:

Signature of Clerk-Treasurer Designee: *Matthew Sumner*

Printed Name: Matthew Sumner

Board Approval:

On _____, the _____ of the Town of Whitestown approved the above requested spending authorization in an amount not to exceed \$ _____.

Signature of Board President or Secretary



*All payments must follow applicable claims approval procedures.

**Requestor is responsible for ensuring any applicable bidding procedures (statute and/or ordinance) are followed.