

APPROVAL FORM FOR ALL HERITAGE PURCHASED APPAREL

Date _____

Team/Club _____ Coach/Advisor _____

Coach/Advisor **Signature** _____

Vendor purchasing from _____

Vendor address _____

Vendor Phone # _____

Contact Name _____

Please turn this form in to the Athletic Office for approval of design.

Please attach a design quote to this form.

Justin Thorington, Athletic Director/Assistant Principal

*****QUOTE MUST INCLUDE TAX*****

Cost quoted for each item: Please attach quote!

| Item | Cost (Including Tax) | Number Ordering |
|------|----------------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| | | |

* Once signature is received for approval to order, these are the steps to follow:

Sports Teams:

1. Turn in a list of names and the charges to go on student's accounts to Michelle Galer in the Athletic Office.
2. When every student has paid, then place the order for the clothing. Any student who has not paid by a certain days will not have an order placed for them and the charge will be removed from their account. Let Michelle Galer in the Athletic Office know to remove the charge.
3. Vendors will bill Heritage. Julie Plummer will let the advisor know when the invoice is received and a yellow pay slip should be submitted to South Hall Office. All orders should be checked in and verified against the invoice.

Clubs:

4. Turn in a list of names and the charges to go on student's accounts to Julie Plummer in the South Hall Office.
5. When every student has paid, then place the order for the clothing. Any student who has not paid by a certain day will not have an order placed for them and the charge will be removed from their account. Let Julie Plummer in the South Hall Office know to remove the charge.
6. Vendors will bill Heritage. Julie Plummer will let the advisor know when the invoice is received and a yellow pay slip should be submitted to South Hall Office. All orders should be checked in and verified against the invoice.

**If apparel is being sold as a fundraiser activity, all fundraiser guidelines must be followed and proper forms completed. If a profit is going to be made on the sale of the apparel, it is considered a fundraiser even if the profit is being donated to a charity.