

Coach/Team Parent Name: _____

Sport: _____

Procedures for Spending Team Money

This was created to ensure everyone is aware of the process for spending team money in order to get reimbursed. Please sign below that you have read and that you understand. If you have any questions, please see Tish Sandman in the school office BEFORE you spend any money.

1. All plans must be approved by the coach and if applicable, school administration. (For example, bringing in food items during the school day (8:45-4:35) as a treat for senior week is not allowed.)
2. Once the plans are approved, a Purchase Order form must be filled out and submitted for approval.
 - a. If you do not know the exact amount, you can put on the form "not to exceed \$---.
 - b. Approval of PO does not mean plans are approved (see #1 above)
3. Once the purchase order has been signed by the principal (final approval), then and only then, can items be purchased.
4. Depending on where you are purchasing items at, you may need to come in and sign out a credit card. If we have a credit card to a particular store, you must use that credit card.
5. Invoices or receipts need to be turned in immediately after the purchases.
6. As a school, we do not pay sales tax. If you pay sales tax, IRS does not allow us to reimburse for sales tax.

*If money is spent before a Purchase Order is approved by the principal (step 3 above), we CANNOT reimburse for the expense.

**If the credit card is not used at the stores where applicable, we CANNOT reimburse for the expense.

***If any of the above steps are skipped, the team will thank you for your donation because we will be unable to reimburse you for your expense.

By signing below, I am stating that I understand the procedures set out above in regards to spending team money.

Signed by: _____

Date: _____