

**DELONE CATHOLIC HIGH SCHOOL
ATHLETIC DEPARTMENT**

EXPENDITURE REQUEST FORM

Please Note: This form must be approved by Delone Catholic High School *before* you can order/purchase the supplies. You run the risk of being denied if the paperwork is not completed in the proper order.

TEAM INFORMATION				
Coach's Name			Sport	
Phone Number		Email	Date of Submission	

EXPENDITURE INFORMATION

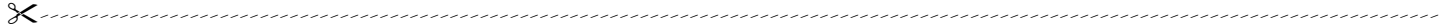
Please provide a description and cost of what you would like to have ordered. If the item(s) you would like to purchase is more than \$500, please provide at least two different proposals for comparison. If you are ordering uniforms, please include an image of the proposed uniforms. Uniforms must be approved before they can be ordered.

NAME OF ITEM(S) REQUESTED	PRICE OF ITEM

SIGNATURE			
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Coach's Signature		Date	
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Bottom portion of form to be completed by the Athletic Department



APPROVAL			
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Athletic Director Signature		Date	
Athletic Association President Signature <i>(at the discretion of the Athletic Director)</i>		Date	
Purchase Order Number Assigned			

DELONE CATHOLIC HIGH SCHOOL ATHLETIC ASSOCIATION

FUNDRAISING/SPENDING GUIDELINES

FUNDRAISING

- All team fundraisers must be pre-approved by the Athletic Director and the Delone Catholic Athletic Association using the Athletic Association guidelines and form.
- Team fundraising solicitations of corporate/business donations must be pre-approved by the Head Coach, Athletic Director and the Delone Catholic Athletic Association prior to the solicitation. If the amount that is being solicited is over \$200, you will also need to inform the Office of Advancement of your solicitation.
- Participation in fundraisers by individual athletes and their parents is expected.
- Teams participating in fundraisers shall, at all times, adhere to the Delone Catholic High School's Code of Conduct.
- There is a maximum of two fundraisers for each team. If special circumstances exist, they can be presented to the Athletic Association Executive Board/Fundraising Chair.
- All funds must be deposited and disbursed through the Delone Catholic Athletic Office.
- After an event, two people need to count the money and sign off on the form that will be given to the Athletic Association Office.
- No later than seven days after the completion of a fundraiser, the team organizer must submit a report to the Athletic Association Department.

SPENDING

- All team spending requests must be submitted to the Athletic Director prior to ordering. Items not pre-approved will not be paid out of any Athletic Association accounts, including individual team accounts. Anything over \$500 will need to be pre-approved by the Athletic Director and the Athletic Association Executive Committee.
- Equipment for the operation of the team must be given priority. The requirement is for each head coach to hand in an Equipment Request form at the end of their season. Also requested to be handed in is a wish list prioritized by what you need versus what you want.
- The Athletic Association will pay \$5 per player up to \$100 towards the end of the season banquet.
- If a team qualifies for a State Championship Game, the Head Coach can request a coach bus. Approval will be based on distance.