

BOOSTER CLUB ALLOCATION REQUEST

Team Purchases:

1. CHECK FUNDS - Please check with the Treasurer of the Booster Club (Michelle Schultz 717-887-4642 or mlschultz550@gmail.com) to see if your team has funds available. **REQUESTS WILL NOT BE APPROVED WITHOUT AVAILABLE FUNDS IN YOUR ACCOUNT.**
2. SUBMIT REQUEST - To insure that all requests comply with District policy and PIAA rules, every allocation request must be submitted and approved by (in this order): Booster Club Treasurer, to verify availability of funds in Allocation Account, Booster Club President and Athletic Department. Upon approval of purchase, the coach and/or team rep will be notified.
3. PURCHASE - Purchases can be made from YS Booster Club approved vendors who will generate an invoice that you will attach to this form and submit to the Booster Club Treasurer, team coach or the Booster Club Team Representative may purchase the item and present an original receipt for reimbursement (original for audit purposes) along with this form to the Booster Club.

Banquet Reimbursement:

1. The Booster Club will provide **up to \$125** to all High School Varsity sports teams including 9th grade Boys and Girls Basketball and 9th grade Football.
2. Booster club money can be used for **food or paper goods** for an end of season Banquet ("Pot Luck") or Awards Ceremony. Please submit this form with receipts to the Booster Club President for reimbursement. The Coach, Booster Club Rep or parent may purchase the item(s). Original Receipts are required for reimbursement. Any amount over \$125 will be the responsibility of the team.

TEAM ALLOCATION REQUEST

BANQUET REIMBURSEMENT REQUEST

Sport: _____ **Date:** _____

Coach: _____ **Email:** _____

Total Dollar Amount Requested: _____

Description of Purchase: _____

Make Check Payable to (Vendor or Individual): _____

If Individual Mail Check to:

APPROVALS:

Booster Club Treasurer (fund verification): _____ Date: _____

Booster Club President _____ Date: _____

Athletic Department: _____ Date: _____