**York Suburban All-Sports Booster Club**

**TEAM ALLOCATION REQUEST** (7/24)

Team Purchases:

1. CHECK FUNDS – Please check the Team Account balance to confirm your team has funds available. **REQUESTS WILL NOT BE APPROVED WITHOUT AVAILABLE FUNDS IN THE TEAM ACCOUNT.**
2. SUBMIT REQUEST – To ensure that all requests comply with District policy, every allocation request must be submitted and approved by (in this order): YSASBC Treasurer (to verify Team Account balance); YSASBC President, and YSSD Athletic Director. Upon approval the purchase, the coach and/or Team Rep will be notified.
3. PURCHASE – Purchases can be made from YSASBC approved vendors who will generate an invoice that should be attached to this form and submitted for payment.

Banquet Reimbursement:

1. YSASBC will provide an allowance up to $125 for each Team or $175 for combined Team, provided the banquet is held on YSSD property.
2. Allowance can be used for food or paper goods. Please complete this form, attach original receipts and submit to YSASBC. (Place in the YSASBC mailbox)

 TEAM ALLOCATION REQUEST

 BANQUET REIMBURSEMENT REQUEST

|  |  |
| --- | --- |
| Sport Team: | Date: |
| Coach: | Email: |
| Total Dollars Requested: | Description: |
| Check Payable To: | Mailing Address: |

**APPROVALS:**

|  |  |  |
| --- | --- | --- |
| Coach |  | Date: |
| YSASBC Team Rep |  | Date: |
| YS Athletic Director |  | Date: |
| YSASBC President |  | Date: |
| YSASBC Treasurer |  | Date: |