

Oak Ridge High School Sports Boosters  
Financial Request Form  
Please: **ONLY ONE TRANSACTION PER FORM.** Thank you!

Your Name:	Contact Info:
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**DEPOSIT**

Account/Team:	Date:
Total Number of Checks:	Description:  Large Donation (\$5000 or more) Amount: \$ Check #: Donor Name & Addr:
Check Totals: \$	
Cash Totals: \$	
<b>DEPOSIT TOTAL: \$</b>	

**TRANSFER**

From Account:	
To Account/Team:	
Description:	
	"From Account" Signature

**CHECK REQUEST / CREDIT CARD / CASH WITHDRAWAL**

Account/Team:	Date:
Amount Requested:\$	Respond by Date:
Nature of Request:	
Coach Sign and Date	Athletic Director Sign and Date

Payable to:

Delivery Instructions: \_\_\_\_\_

**DATE PAID:** \_\_\_\_\_ **CHECK # :** \_\_\_\_\_

**BY WHOM:** \_\_\_\_\_ **CC XACTN# :** \_\_\_\_\_

## ***Instructions***

### **Check Request / Credit Card / Cash Withdrawal:**

Process Overview: Coach completes request form, personal contact information, team, payee, expense category / nature of request, mailing address or other delivery instructions and reference to vendor invoice or order #, attached receipts/invoice/bill and submit to AD Admin.

Check will be returned to the Athletics Office (AO), with an addressed and stamped envelope if requested.

For urgent expenses, coordinate with the AD directly for purchase via Booster Creditcard.

For Cash withdrawal (e.g., snack shack startup cash), please submit a request one week in advance, including amount and quantity of specific denominations. Bank does not keep large quantities of cash on hand and requires advance notification.

## **DETAILED INSTRUCTIONS**

**Coach/Requester** See AD Admin for ORSB Financial Request Form, complete all information specified on the form for **CHECK REQUEST / CREDIT CARD / CASH WITHDRAWAL**, sign coach authorization, return completed form to Athletic Admin Assistant.

**Account:** Team - see list of team account names

**Nature of Request:** - see list of expense categories

**Athletic Admin Assistant** collects requests, confirms all required information is provided, receipts or invoice = request amount, delivery instructions, and obtains AD authorization.

**NOTE: Direct ORSB pay stipend requests require an W-9 on file in AD office before releasing check!** This is not required for Coaches that are paid through EDUHSD, they submit tax payer info with coaches packet to the District.

**Athletic Director** review form for appropriate expenditure or income source. Sign form approving expenditure. Follow up with the coach on team fundraising plans if the team account balance is negative or insufficient to cover check request amount.

Spending authorization is between Coach and AD.

## **ORSB 1<sup>st</sup> signer**

1. Review requests that all required information is provided on form:
  - Account (see list of Team accounts)
  - Amount requested = backup documentation (receipts / invoice)
  - nature of request (see list of expense categories)
  - payable to
  - delivery instructions - address and invoice/order number
  - Form is signed by AD or appropriately notated
  - Contact or return form to AD Admin if any information is missing
2. Bundling:
  - Do not bundle requests for vendor payments (unique invoices per each request).
  - Do not bundle requests from different teams that are payable to the same person.
  - It is Ok to bundle multiple requests into a single check that are from the **same team** and payable to the same person. Add top sheet request form that includes payee information and total amount, staple requests together.
    1. Add new request form on top (topsheet) of combined requests Notate combined request on topsheet, and staple the individual request form packets to the topsheet.
    2. Transcribe Team, payee and total amount information on the topsheet.
    3. summarize nature of requests, and create note for check listing individual requests

NOTE: requests from different teams to the same payee cannot be bundled into one check!

3. coordinate delivery & return of check requests with check writer  
—— check writer cuts checks ——
4. pickup requests/checks from check writer
5. Confirm check is written per form
6. Confirm check number is recorded on form
7. Sign check. If the check is made out to you, have 2nd signer sign first.
8. Initial form.

## **Check Writer**

1. PRINT on check or enter information into QB and print check
  - a. Date
  - b. Payee
  - c. numeric amount
  - d. written amount
  - e. memo: invoice number or other note
2. Date Paid: enter date check was written on the form
3. By Whom: initial form
4. paper clip check to form

## **ORSB – 2<sup>nd</sup> signer**

1. Quick review and organization of all checks looking for multiple checks to same payee that can be mailed in same envelope.
2. Confirm check is written per form
  - a. Amount
    - i. decimal amount on check = requested amount
    - ii. decimal amount on check = written amount on check
  - b. Pay to the order of on check = Payable to on form and is spelled correctly
  - c. Other info is on check: date, memo
  - d. error corrections: single line strike out of error and initial, write correction or resubmit to cut new check
3. Confirm check number is recorded on form
4. Confirm 1st signer signed, if check is made out to 1st signer, sign check first.
5. Sign check.
6. Initial form.
7. Envelop, address and stamp as/if needed
8. return check requests to AO

## **Bookkeeper**

1. coordinates with AD Admin to pickup processed forms for entry into Quickbooks at the end of each week,
2. notify AD if any team account balances are insufficient for check requests or negative, AD follow's up with respective Coach and provides additional instruction back to ORSB to hold on future check requests if needed.
3. Enter check transaction information into QB as per request form
4. categorize transaction
5. Team sub-account transaction/balance reports published on the 5<sup>th</sup> of each month.

### **Account/Team**

Baseball  
Basketball Mens  
Basketball Womens  
Cheer & Stunt  
Cross Country  
Dance  
Football  
Golf Mens  
Golf Womens  
Lacrosse Mens  
Lacrosse Womens  
Alpine  
Soccer Mens  
Soccer Womens  
Flag Football Womens

Softball  
Swimming & Dive  
Tennis Mens  
Tennis Womens  
Track & Field  
Volleyball Mens  
Volleyball Womens  
Water Polo Mens  
Water Polo Womens  
Wrestling  
Athletics  
Marketing  
  
Booster General Fund

## Nature of Request / Category

<u>Expense</u>	
Awards Expense	Registration Fee for Competition
Bank Charges & Fees	Repairs & Maintenance
Banquet Expenses	Scholarships
Camp Expenses	Snack Bar Supplies
Charitable Donation	Stipends - Coaches
Coaches Expense	Stipends - Other
Computer Expenses	Team Meetings
Equipments	Team Supplies
Fan Apparel and Supplies	Team Travel & Lodging
Filming	Uniforms, Equipment, Apparel, Bags
Food/Meals	Referees, Umpires, Officials, Timers, Starters, Judges, Scorekeepers
Fundraising Expenses	
Insurance	<u>Income</u>
Interest Paid	Donations
Legal & Professional Services	Large Donations (\$5000 or more)
Office Supplies & Software	Fundraisers
Performance Training, Team Building, Personal Coaching	
Printing & Reproduction	

### Revenue and Expense

Membership Dues - for All Sports Pass revenue  
 Fundraising Event - for single day fundraising event, e.g., dinner/auction, corn-hole tournament, i.e., non-sporting event or tournament  
 Participation Donations (Program Service Revenue)  
 Other Contributions  
 Large Contributions (\$5K and up)  
 Camp, Clinics, Tournaments (sporting event)  
 Snack Bar  
 Apparel  
 Sponsorships, Advertisements, Messages  
 Performance Training Center  
 Grants

### Expense Categories

Accounting  
 Legal  
 Office Expense  
 Information Technology (computer equipment, display boards, software, websites, domain registration)  
 Travel (all expenses related to travel)