

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:
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Total Number of Checks:	Description:
Check Totals: \$	Large Donation (\$5000 or more) Amount: \$
Cash Totals: \$	Check #: Donor Name & Addr:
DEPOSIT TOTAL: \$	

TRANSFER

From Account:	
To Account/Team:	
Description:	
	“From Account” Signature

“From Account” Signature

CHECK REQUEST / CREDIT CARD / CASH WITHDRAWAL

Account/Team:	Date:
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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 1st 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 – 2nd 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 5th of each month.

Account/Team

Baseball	Softball
Basketball Mens	Swimming & Dive
Basketball Womens	Tennis Mens
Cheer & Stunt	Tennis Womens
Cross Country	Track & Field
Dance	Volleyball Mens
Football	Volleyball Womens
Golf Mens	Water Polo Mens
Golf Womens	Water Polo Womens
Lacrosse Mens	Wrestling
Lacrosse Womens	Athletics
Alpine	Marketing
Soccer Mens	Booster General Fund
Soccer Womens	
Flag Football Womens	

Nature of Request / Category

<u>Expense</u>	<u>Income</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	Donations
Interest Paid	Large Donations (\$5000 or more)
Legal & Professional Services	Fundraisers
Office Supplies & Software	
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)