

Non-Athletic Activity Purchase Procedures

1. Teacher/sponsor will submit an “Activity Fund Purchase Request/ Approval” form (hereafter referred to as “purchase request”) to the Principal.
2. Principal reviews the purchase request to confirm items are allowable expenditures and there are sufficient funds in the account to cover the cost. Principal will sign purchase request and forward to the Activity Account clerk for approval.
3. Activity Account clerk will review the purchase request and approve if all items are deemed to be allowable expenditures and funds are available in the account. If the request is over \$1,000.00 it will be forwarded to the Superintendent for approval.
4. When the purchase request has been approved it will be returned to the Principal, who will notify the teacher. The teacher may at that time make the purchase.
5. After items have been purchased and an invoice is received, the signed invoice, original approved purchase request, and the Activity Fund Check Request form will be submitted to the Activity Account clerk for payment. No payments will be made on purchases that do not have the approved purchase request attached.
6. For emergency purchases, the purchase request may be faxed to the Activity Account clerk.
7. When the Activity Account clerk is not available, then the Director of Finance or Superintendent will approve the purchase request.

Athletic Activity Purchase Procedures

1. Coach/sponsor will submit an “**Athletic** Activity Funds Purchase Request/Approval” form (hereafter referred to as “purchase request”) to the AMS/AHS Athletic Director responsible for the sport.
2. AMS/AHS Athletic Director reviews the purchase request to confirm items are allowable expenditures and there are sufficient funds in the account to cover the cost. AMS/AHS Athletic Director will sign purchase request and forward to the Superintendent for approval.
3. Superintendent will review the purchase request and approve if all items are deemed to be allowable expenditures and funds are available in the account.
4. When the purchase request has been approved it will be returned to the AMS/AHS Athletic Director, who will notify the coach/sponsor. The coach/sponsor may at that time make the purchase.
5. After items have been purchased and an invoice is received, the signed invoice, original approved purchase request, and the Activity Fund Check Request form will be submitted to the Activity Account clerk for payment. No payments will be made on purchases that do not have the approved purchase request attached.
6. For emergency purchases, the purchase request may be faxed to the Superintendent.
7. When the Superintendent is not available, then the Assistant Superintendent or the Director of Finance will approve the purchase request.