

RSU 26

ATHLETIC GATE RECEIPTS SPENDING PROCEDURES

1. Spending needs will be requested from the athletic dept to the Athletic Director (AD).
2. Once request is approved by the AD, they will gather quotes in writing.
3. The request with quotes will be brought to the High School Principal for approval via Purchase Order (PO).
4. If approved by the High School Principal, the PO will go to the Superintendent for approval.
5. Once the PO has all of the appropriate approvals the AD will give the Business Manager a copy of the PO and order the items.
6. When items are received the AD will bring the packing slip and invoice to the Business Manager for payment. Checks are signed by the Superintendent.
7. An expense report will be developed annually and presented to the Board.