

**Form “Expenditure Request/Board Approval/Check Disbursement”  
Instructions as of August 2015.**

**General Instructions:**

- 1) A separate “Expenditure Request/Board Approval/Check Disbursement” form must be completed for each check to be issued. For example, if a team will hold a golf tournament with lunch to be served by an outside caterer, separate forms must be completed for the golf course and the caterer.
- 2) Section 1- The team head coach must complete this section of the form or a representative named by the head coach.
- 3) Section 2 - The AP of Administration and the Head Coach must sign approval before submitting the form to the SABC treasurer.
- 4) Section 3 - The team head coach must complete this section of the form or a representative named by the head coach. Make sure to attach an original invoice/receipt!
- 5) ALWAYS MAKE SURE TO MAKE A COPY of, and keep on file, the completed “Expenditure Request/Board approval/Check Disbursement” form and invoice/receipt prior to delivery to the SABC treasurer.

**Detailed instructions:**

**SECTION 1**

<b>Title</b>	<b>Description</b>	<b>Example</b>
Team Name	List the sport and, where applicable, the gender of the team to which the deposit or a portion of the deposit should be credited.	-Volleyball -Boys Basketball
Amount Requested	The total amount of the expenditure	\$500.00
Expenditure Allocation	Mark where the funds are to be distributed from, general funds or Team funds. If it’s a combo, make sure to be specific about amount per fund.	Ck Team or General only OR ck both and write amount designated for each Team \$300 General \$200
Purpose of Expenditure	The specific purpose for which the funds are to be expended and/or goods or services to be acquired	- Tournament travel/hotel/gas - Team uniforms

## Section 2

Title	Description	Example
AP Approval/date	Signature of AP (or principal) approving the request. A signature is required for ALL expenditures	<i>Eddie Henderson</i>
Head Coach Approval	Signature of the Head Coach Approving the request. This approval must be provided by the head coach himself/herself	<i>George Steinbrenner</i>

## Section 3

Title	Description	Example
Original Invoice/Receipt Attached	Enter a check mark indicating that an original invoice or original paid receipt has been attached to the form.	<input type="checkbox"/> Copy of receipt is <b><i>not</i></b> valid
Date Check Required	Enter the date the check is required	8/21/2015
Amount Requested	The total amount of the check to be written	\$500.00
Payable To	The entity or person to be paid	-Heritage Harbor Golf Club -George Steinbrenner
Address to be mailed to:	The address to which the check should be mailed	1 Main St. Lutz, FL 33558 Or blank
Provide by Hand Delivery to:	The name of the coach or person to whom the check will be hand delivered to	George Steinbrenner

After completing section 1, 2 and 3, place the Expenditure Request/Board Approval/Check Distribution form & attached receipt in the SABC box located at Steinbrenner High School's front office or hand deliver to the SABC treasurer. Please note, under normal circumstances, the SABC treasurer will check the SABC box once weekly (usually Wednesday by school's end) and distribute checks within a few days after receipt (usually by the following Monday).

SABC Treasurer contact information as of June 2015:

Gina Shannon  
813-245-3175  
steinbrennerabc@gmail.com