
WHS HEAD COACHES ACCESSING ASB BUDGET FUNDS (ATH-P004)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure to follow for WHS Head Coaches to access their ASB sport budget for purchases.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 It is the responsibility of the Director of Athletics to direct and administer the operational steps of the procedure and maintain all documentation.

3.0 APPROVAL AUTHORITY:

- 3.1 The Director of Athletics and the ASB Central Treasurer

4.0 DEFINITIONS:

- 4.1 ASB – Associated Student Body

5.0 PROCEDURE:

- 5.1 A high school coach determines a need to make a purchase for their sport.
- 5.2 The Head Coach researches and acquires an estimate for the item(s) desired from a vendor including tax, shipping and handling.
- 5.3 The Head Coach determines if there are sufficient funds in the budget to make the purchase
 - 5.3.1 If there are insufficient funds the request is not made or
 - 5.3.2 Other sources for the funds are explored.
- 5.4 If there are sufficient funds available, the Head Coach fills out an ASB/Athletic Requisition Form making the request and attaches the vendor estimate.
- 5.5 The Head Coach turns in the ASB/Athletic Requisition Form with the vendor estimate to the Director of Athletics.
- 5.6 The Director of Athletics approves the request.
- 5.7 The ASB Central Treasurer approves the request.
- 5.8 The Athletic Secretary generates a Purchase Order.
- 5.9 The Head Coach and/or the Athletic Secretary notifies the vendor of the Purchase Order.
- 5.10 Upon receipt of the item(s) purchased, the Head Coach verifies that the deliver is correct and notifies the Athletic Secretary.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Wenatchee School District ASB/Athletic Requisition Form

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6.2 Wenatchee School District Purchase Order Forms

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
ASB/Athletic Requisition Form	WHS Athletic Office	Five Years	Shredded	NA
Purchase Order Form	Vault	Six Years	Discard as desired.	In WISE system

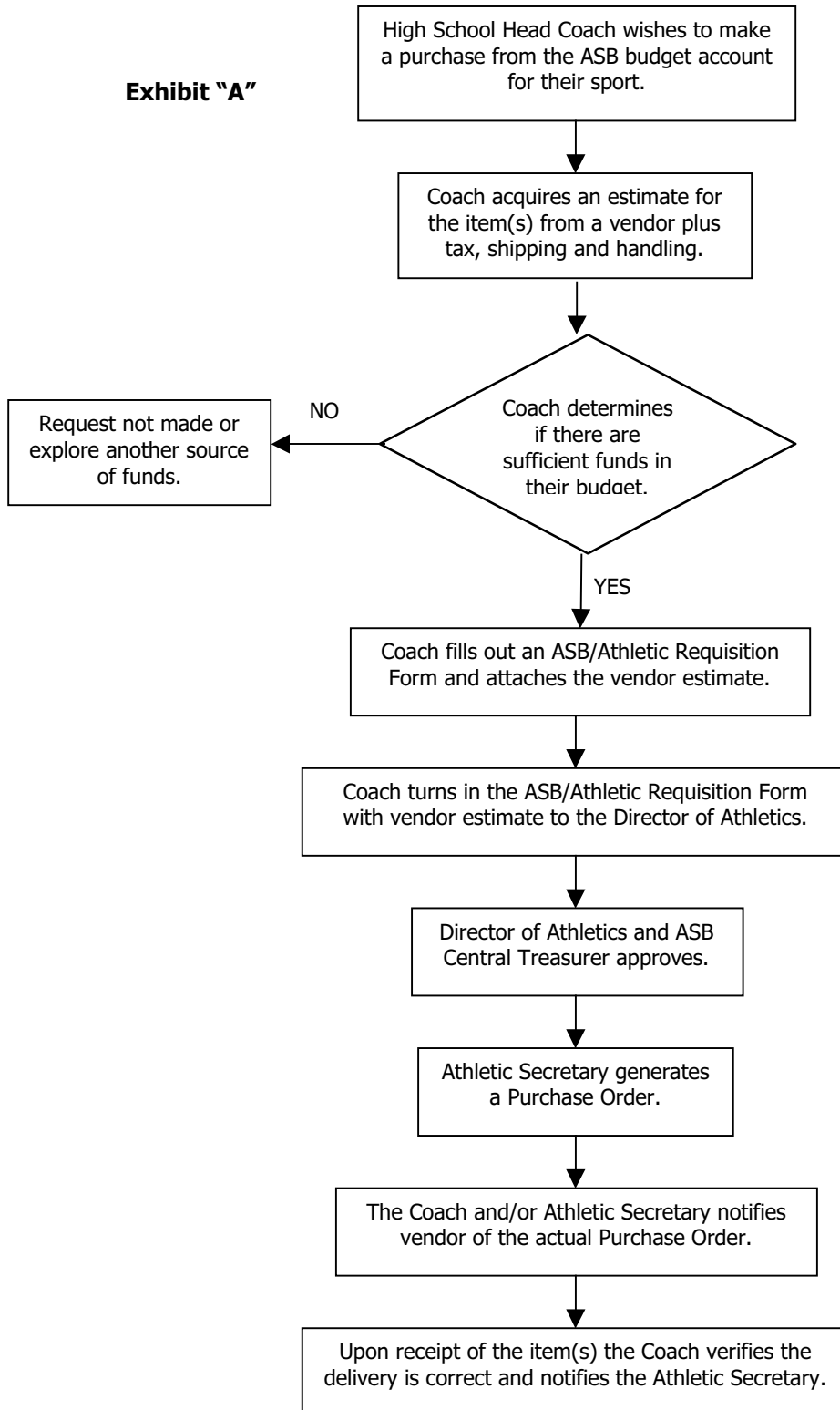
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-Mar-02	A	Original Release

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Exhibit "A"



**** End of procedure ****