

TAMBOOSTERS

FUNDING APPROPRIATIONS POLICY

- 1 All funding requests must be initiated through the Tam Athletics Director to assess the legitimacy of the request and the availability of District provided athletic department funds.
- 2 All requests must be submitted on the approved funding form. (Attached)
- 3 Each request must have a vendor estimate attached to the funding request form.
- 4 If approved, funds will be distributed upon receipt of vendor invoice.
- 5 Do not assume Booster support. Purchases made without prior Booster authorization may well be declined leaving the purchaser personally responsible for the cost of that purchase.

CRITERIA FOR APPROVAL

1. Booster funds are used to “fill the gap” between district funds and the actual costs associated with operating and growing Tams athletic program. Funding for team “climate and culture” expenses: “spirit wear” or “game wear” not returned to the athletic program at the end of the year, end of year celebrations, championship banners, etc., must be funded through individual team ASB accounts.
2. Boosters make every effort to ensure an equitable distribution of funds without unfairly supporting one or a few sports to the detriment of other programs.
3. Immediate operational needs will take precedent over longer term requests.

Please use the form below for all funding requests. The completed form must first be submitted to the Tamalpais High Athletic Director. Tam AD and Boosters will review the form and either accept, decline or a request more information in a timely fashion. All requests must include vendor estimates. If your request is approved, a check from Boosters will be issued to the appropriate party to fulfill the request. If you have any questions you may submit them to the Tam Athletic Boosters President.

TAMBOOSTERS

EXPENSE REQUEST

Pay to: _____

Address: _____

For:

<u>Account (GF or Team)</u>	<u>Event or Program</u>	<u>\$ Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total amount requested: \$ _____

Submitted by: _____

Approved by: _____

Tam High Boosters Treasurer

Tam High Boosters President

Check Number: _____

Date Paid: _____