

BUSINESS OFFICE POLICY AGREEMENT

FOR COACHES AND VOLUNTEERS

PURCHASING

- I understand that all purchases must be approved by the Athletic Director and through our Purchase Order process. (Please refer to the employee Handbook)
- Purchasing with personal funds may NOT be reimbursed, if prior approval through our Purchase Order policy has not been adhered to. IF personal funds are approved for purchasing, detailed receipts must be submitted for reimbursement. I understand that approved reimbursements are only made once a month prior to the end of each month.

TEAM TRAVEL

- Team travel purchases are restricted to gas, food, lodging and entry fees, the school credit cards are available for check out for these purchases (Again, prior approval through the purchase order process and detailed receipts upon return are required.)
- Gas cards-For Mini Bus are available for check out, detailed gas receipts must be returned to Athletic Department for reconciliation.

CHECK REQUESTS

- Check requests must be well documented, and submitted to the Business Office.

CASH HANDLING

- Any checks or cash collected for any reason must be returned to the Business Office for deposit, within one week of collection. Funds collected from students or team parents, should never be taken home or deposited to a personal account; LSCCP is bound by accounting rules and audited yearly to insure best practices are followed. All employees and volunteers are expected to follow and support the Business Office in adhering to those policies.

As an employee/volunteer of La Salle Catholic College Preparatory Athletic Department, I agree, and will adhere to the following Business Office policies as set forth above and in our Staff Handbook.

Name: _____

Date: _____