



## Department of Athletics Procedures Submitting Entry Fees

This process is for coaches to request for the Department of Athletics (ATH) to cover entry fees for upcoming tournaments and athletic events for their sport.

1. Entry fee paperwork must be submitted to the ATH office **prior** to the first day of the season of that sport.
2. Entry fee requests must **be submitted at least 2 weeks prior** to event to ensure payment. All late requests will be rejected and you will be required to pay from your activity fund account. You may request the ATH office to reimburse your activity account after the event.
3. Entry fee form must be completed with no missing information. Missing information will delay the approval process and possible payment.
4. Attach tournament sheet to entry fee form (**AP WILL NOT PROCESS WITHOUT THIS INFORMATION**).
5. Entry fee form must have proper signatures.
6. Do not combine events. A separate form must be submitted for each event.
7. Athletic Coordinator must keep a log of each request by sport.
8. Athletic Coordinator or Assistant Coordinator should **email scanned entry fee requests to Monise Robledo at [notifyathletics@dallasisd.org](mailto:notifyathletics@dallasisd.org)** for processing or deliver to the main office. (**NO FAXES**).
9. Incomplete forms and requests will be returned to the campus.
10. **ATH office will only pay the amounts indicated on the regional agreement.** Individual schools are responsible for paying fees exceeding amounts indicated on the agreement.
11. Payments will be sent to the event address indicated on the entry fee form. **PLEASE MAKE SURE THE ADDRESS IS CORRECT AND THE ORGANIZATION IS AN APPROVED VENDOR.**
12. All non-Dallas ISD schools (including booster clubs) hosting events **must have a Dallas ISD vendor number** to receive payment from the district. Vendor set-up forms should be given to schools (or booster clubs) that do not have a vendor number with our district to expedite the payment process. Contact Monise at [desoto@dallasisd.org](mailto:desoto@dallasisd.org) to verify vendor information **BEFORE** submitting request.

Contact Monise ([Desoto@dallasisd.org](mailto:Desoto@dallasisd.org)) or Joseph ([Jpouncey@dallasisd.org](mailto:Jpouncey@dallasisd.org)) for any questions.