

St. Athanasius Booster Club

PO/Check Request Process Outline

- Any use of Booster Club (BC) funds must be approved and a Purchase Order (PO) number received PRIOR to making purchase (even if using personal money to make purchase). Otherwise, invoice will not be paid and/or purchase will not be reimbursed.
- A PO Number must be requested 3-5 business days PRIOR to purchase being made or order being placed. If exact amount is unknown, list an approximate amount.
- Requests for funds will be reviewed at each BC meeting if time permits. If there is no BC meeting prior to the date needed, the board will review and approve. *The BC meets the 2nd Tuesday of each month at 7:00 PM in the upper room of the Parish Hall unless another date is identified due to extenuating circumstances.*
- Any amount requested greater than \$500, requires BC Board approval.
- The PO/Check Request Form can be found on the St. Athanasius Athletics Webpage (<http://www.stathanasioulouisville.com/athletics.php>).
- The form should be completed and submitted to a member of the BC Board (hardcopy or electronically). *A listing and contact information for the Board can be found on the webpage noted above.*
- After a PO number is issued, there is no need to complete an additional form for reimbursement or payment. Submission of the receipt or invoice to be paid that lists the PO number is all that is required.