

St. Mary's Springs Academy (SMSA)

Athletic Booster Club (ABC)

Disbursement Request Form

SMSA Athletics... 45 programs—ONE team!

The St. Mary's Springs Academy ABC is proud to support our students and their athletic activities. Funds raised by the ABC will be used to support, maintain and promote the K-12 athletic programs and athletes at SMSA. All adults (especially parents, staff, alumni, and clergy) associated with SMSA are encouraged to be an active participant in the ABC. Refer to the SMSA school website (www.smsacademy.org) for information regarding meetings and activities. The general process to request funds from the ABC (see ABC bylaws for more detailed information):

1. Complete this "Disbursement Request Form" and submit to an officer/trustee at an ABC meeting for review and discussion, with an approval vote taking place at a subsequent meeting.
2. The coach or team representative will be contacted once approval for a funding request is made.
3. All purchases made with club funds become joint property with the SMSA system and will be stored, maintained and inventoried by the A.D., assisted by the respective sport coaches.
4. Major equipment/uniform requests should be presented to ABC as far in advance as possible.

PLEASE PROVIDE AS MANY DETAILS AS POSSIBLE BELOW:

Team or group requesting funds: _____ Contact name: _____

Date: _____ Email: _____ Phone: _____

General purpose of request:

Details of the request:

Total dollar amount requested: \$ _____

Were a minimum of 2 estimates received? _____ If not, why? _____

Do you have samples or catalog? _____ If not, why? _____

What is the life expectancy of this purchase? _____

Who will be responsible for care/maintenance/inventory? _____

Uniforms:

Reversible? _____ Last time purchased? _____

Crucifix? _____ Additional stitching/lettering required? _____

How many of each size? _____

Decision required by? _____ Has the Booster Club purchased this previously? _____

Approved _____ Approved amount \$ _____ Date _____

ABC Officer _____ Athletic Director _____

Not Approved _____ Reason _____