

## FAB Club Funding Request Form

Team \_\_\_\_\_ Coach \_\_\_\_\_

Item or Services: \_\_\_\_\_

Total Cost \_\_\_\_\_ (Attach written estimate from supplier)

### Funding Sources:

ASB Funds: \_\_\_\_\_

FAB Club Request: \_\_\_\_\_

Team Responsibility: \_\_\_\_\_

Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director Approval \_\_\_\_\_ Date \_\_\_\_\_

FAB Club Approval \_\_\_\_\_ Date \_\_\_\_\_

### Process:

1. Coach provides Athletic Director with written estimate from supplier for purchase, expense items or services.
2. Coach and Athletic Director will review current team budget to identify available funds and enter on funding request form.
3. Coach and Athletic Director will investigate other sources of funds and enter on funding request form.
4. If additional funds are needed, Coach and FAB Rep will present funding request form and budget to the Falcon Athletic Booster Club at a monthly meeting. Commitment of funds will be decided at the meeting and entered on the form by a FAB Club Officer.
5. Athletic Director will make final review of order form(s) and funding request form. If funds are secured then Athletic Director will sign approval of order on funding request form.
6. Falcon Athletic Booster Club will retain a copy of the order form and funding request form. One copy of each will be routed to coach placing order and the Athletic Director.
7. If approved, payment arrangements will be made between the Coach and FAB Club Treasurer.