

COACH PRE-APPROVAL OF EXPENSE FORM

This form must be submitted and approved by Coach Foley **PRIOR** to committing to an expense. No expenses will be paid without this form being completed and approved by Coach Foley. The completed form is to be emailed to Coach Foley at LakewoodTigersVB@gmail.com or place it in her mailbox at LHS.

TO: Coach Foley

DATE: _____

FROM: _____

EVENT FOR WHICH EXPENDITURE IS INCURRED: _____

DATE OF EVENT: _____

VENDOR / INDIVIDUAL TO BE REIMBURSED: _____

DESCRIPTION OF EXPENSE: _____

AMOUNT OF EXPENSE: _____

IS EXPENDITURE WITHIN APPROVED BUDGET? CHECK BOX YES OR NO

CAN THE EXPENDITURE BE PAID VIA COACH FOLEY'S PROCUREMENT CARD?
 YES OR NO

IS THE EXPENSE GREATER THAN \$3,500? If yes, you must go through a formal bidding process as directed by Jeffco School District and coordinated through the LHS Financial Secretary AFTER obtaining Coach Foley's written approval.
 YES OR NO

SIGNATURES:

INDIVIDUAL REQUESTING EXPENSE REIMBURSEMENT OR MAKING A COMMITMENT TO A SUPPLIER: _____ DATE: _____

COACH FOLEY APPROVAL: _____ DATE: _____