

# EXPENSE REIMBURSEMENT PROCESS

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The following outlines the process to obtain reimbursement/pay expenses associated with the LHS Volleyball Booster Club.

**ALL EXPENSES MUST BE FULLY APPROVED BY COACH FOLEY PRIOR TO COMMITTING TO THE EXPENSE. YOU **WILL NOT BE REIMBURSED** FOR EXPENSES THAT HAVE NOT BEEN PRE-APPROVED BY COACH FOLEY.**

**The Chair of the event is to ensure that the total expenditures do not exceed the approved budget for the event.**

- The person incurring/committing the expense is to complete the “Coach Pre-Approval of Expense” form and submit to Coach Foley via email to [LakewoodTigersVB@gmail.com](mailto:LakewoodTigersVB@gmail.com) or place it in her mailbox at LHS. The form can be found on the Lakewood Tigers Volleyball website at: <https://lakewoodtigersvolleyball.weebly.com/fundraising> Any questions on how to complete the form can be directed to the LHS Volleyball Treasurer or Coach Foley.
- Coach Foley will review, and if approved, will send the “Coach Pre-Approval of Expense” form back to the requesting party with her approval indicated on the form. If Coach Foley does not approve of the expense, she will communicate the reason why.
- All expenses anticipated to exceed \$3,500 **MUST BE COMMUNICATED** to the Coach Foley significantly in advance of being committed. All expenses anticipated to exceed \$3,500 **MUST** go through a formal bidding process as directed by Jeffco School District and coordinated through the LHS Financial Secretary.
- All expenses exceeding \$300 need to be paid directly to the company. The district frowns on reimbursing individuals with expenses exceeding \$300.
- Whenever possible/practical, work with Coach Foley and use her procurement card. Please note that her card has spending limits and a credit limit.
- If Coach Foley’s procurement card is not used, the person seeking reimbursement of expenses or paying a bill needs to complete the “Accounting Memorandum” and to attach the original receipts supporting the expenditure. This form can also be found on the Lakewood Tigers Volleyball website at <https://lakewoodtigersvolleyball.weebly.com/> or be obtained from the LHS Financial Secretary.
- The “Coach Pre-Approval Expense” form, the completed “Accounting Memorandum” and receipts supporting the expenditure are to be emailed to Coach Foley at [LakewoodTigersVB@gmail.com](mailto:LakewoodTigersVB@gmail.com) or place them in her mailbox at LHS.
- Coach Foley will sign the “Accounting Memorandum” and submit the expense to the LHS Financial Secretary for payment.