

Hello Conifer Coaches!

Please review the information below to remind you of the policies for financial spending for your upcoming athletic season. (Most forms mentioned below are also located above the mailboxes in the office, or, in my office)

- ❖ **Participation** - Students may not participate (including practice) until all paperwork is turned in. Robin Beu and I will be working closely together to stay on top of this. Once they make the team, payment is due and they are not allowed to participate in a contest if the fees are not paid.
- ❖ **Additional Team Fees** - If you are collecting an additional "Team Fee" please let the Financial Secretary know in advance by emailing me. The procedures have changed for this and will need to be handled through the Financial Office.
- ❖ **Purchases** - **ALL PURCHASES** must be approved by the Athletic Director, Eric Kragel, **PRIOR** to making the purchase by the HEAD COACH. Parents are not authorized to make purchases on behalf of the team. The procedure is:
 1. Fill out the [Expense Authorization Form](#) and have Eric Kragel approve it. There must be money in your account before the order will be placed.
 2. Have the vendor email a copy of the quote/bid/order to the financial secretary at Marilyn.mcdermond@jeffco.k12.co.us or fax it to 303-982-5238. For orders over **\$3500**, the financial secretary will need to enter a requisition in the district financial system, so it will need a bit more lead time. In addition, they will need to be on the approved vendor list, which can be found under:
Jeffco Public Schools Intranet / Staff Resources / Purchasing / Buying Guides / Athletics
 3. Once both documents are received by the financial secretary, the order will be placed.
- ❖ **Deposits**-If you have money or checks to deposit please follow this process
 - Fill out a 'Collection Transmittal' form (on the wall above the safe)
 - Sign the money into the Revenue log (on top of the safe).
 - Place monies into a canvas envelope with the white copy of the collection transmittal and hand to me.
- ❖ **Petty Cash** - Any reimbursements under \$100 will be made via petty cash. All other purchases should be made using a district pcard. The Dept. Chair or Athletic Director needs to sign the Petty Cash Voucher before reimbursement will be made. If you are the Dept. Chair, an AP needs to sign the request. Reimbursement will be made from Petty Cash when original receipts are provided. Credit Card receipts showing only the total charge is not acceptable, ESPECIALLY restaurant receipts. A detailed receipt MUST be provided showing what food and drink items were purchased.
- ❖ **Vehicle Rentals** – If you need a rental van or car, you will need to go through the athletic secretary or the financial secretary. We will call the vendor and make the arrangements. **DO NOT** pay for the van with your or parent personal funds.
 - a. We will need to know how many people (students and adults) will be traveling to arrange for the correct vehicles.
 - b. Also provide the pick-up and return times (to within ½ hour).
 - c. For booking, we will need your Drivers' License number, home address and cell phone number.

- ❖ **Gift Cards** – may not be given to coaches or students as gifts (no senior gifts, or most valuable, etc)
- ❖ **Restaurants** – If you take your athletes to a restaurant and want to be reimbursed, you must get an ITEMIZED receipt. A credit card receipt is not sufficient.
- ❖ **Fundraisers** – All fundraisers must be approved by the Activities Director (Cassie Alley) and the Athletic Director, Eric Kragel) at least **two weeks** prior to the beginning of the fundraiser. You must fill out an [Application for Fundraising](#) and complete it the second page when the fundraiser is completed.
- ❖ **Financial Reports** - All financial reports will be updated on a monthly report for your review. Financial reports can be found in google under 'Financial Reports' folder, or on the shared drive under: Teachers/2020-21 Fincancials .
- ❖ **Email** - Please make sure to check your Jeffco email periodically (*****.jeffco.k12.co.us) as all receipts for money turned into my office are sent to that address. This is a district setting that I can't change.

Thanks and good luck to you and your team this coming season!

Stop by if you have any questions!