

# MONTICELLO ATHLETICS FINANCIAL PROCEDURES

**Revised: August 2015 – Please review memo dated 9/23/14, posted under ‘Files & Links’ at MonticelloSports.org, regarding Downtown Athletic Store**

Applies to TEAMS, STUDENTS, COACHES, BOOSTERS, CONCESSIONS, etc. – ANYTHING related to Monticello High School Athletics. It is the responsibility of the HEAD VARSITY COACH to ensure ALL CONSTITUENTS (parents, boosters, assistant/sub-varsity coaches, students, etc.) follow these procedures.

## **CONTACTS:**

Matthew Pearman, Athletic Director; [mpearman@k12albemarle.org](mailto:mpearman@k12albemarle.org)  
Tracy Seale, Athletics Office Asst.; [tseale@k12albemarle.org](mailto:tseale@k12albemarle.org)  
Ann Murray, Fiscal Administrator/Bookkeeper; [amurray@k12albemarle.org](mailto:amurray@k12albemarle.org)

**Any orders placed or invoices received without following these procedures will not be paid by Monticello High School and/or Monticello High School Athletics.**

Amounts represent the TOTAL amount purchased from a single vendor, regardless of the items you order.

**STEP #1 for ALL PURCHASES: Must have Athletic Director’s approval**

### **Orders less than \$5,000?**

2. Contact Athletic Director (preferably by e-mail) for a PO number.
3. Once you have PO number, coach/approved designee can place the order OR Athletic Director can place the order. (AD’s choice)

### **Orders over \$5,000? – Requires 3 BIDS!**

2. COACH or approved designee, must obtain three (3) different bids. (Bids must be in writing, by fax, or by e-mail.)  
AD & Principal both shall approve the bids.
3. Three (3) printed BIDS go to AD and AD places the order.

**NOTE: Vendors are NOT PERMITTED to obtain bids from other vendors.**

### Placing BOOSTER CLUB Purchase Requests

1. Give/e-mail your booster club purchase proposal to AD on Boosters Form.
2. Athletic Director will forward/present your request to the Booster Club.
3. The booster club votes on funding. If approved, the athletic department will order your items and the Booster Club will reimburse the funds to the athletic department.

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### Placing Online Orders

1. Get approval from Athletic Director (e-mail preferred).
2. Place order with your personal credit/debit.
3. Will not be reimbursed for Sales Tax.
4. TO BE REIMBURSED: Must turn in: 1) Sales Order 2) Receipt

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### ALL Reimbursements

1. All reimbursable expenses must have the approval of the Athletic Director BEFORE purchase.
2. Receipt must be: 1) the Original Receipt 2) Itemized (each item listed)
3. Turn in Receipt to Athletic Director.
4. Will not be reimbursed for Sales Tax (except for meals/lodging).

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### ALL Deposits/Deposit Accounts

1. All money (cash and checks) must be turned in daily to the Athletics Office Assistant, who will receipt the money and deposit with the Fiscal Administrator.
2. All team fundraising money, with the exception of fundraisers **sponsored** by the Monticello Athletics Booster Club (see fundraising request form), shall deposited as stated in (1) above.
3. Monticello High School athletic teams should not deposit funds or maintain team accounts anywhere other than through Monticello High School.

**From:** Kelly Okken [mailto:kokken@albemarle.org]  
**Sent:** Tuesday, September 23, 2014 10:00 AM  
**To:** Access Albemarle Financials Users; Leadership Council  
**Subject:** Downtown Athletic Store

A recent development has culminated in the termination of the school division's contract with Downtown Athletic Store effective November 15, 2014. Additionally, the Albemarle County Purchasing Department has initiated the debarment process for Downtown Athletic Store for a period of ten years.

At this time, no further business should be transacted with Downtown Athletic Store by any school division or local government employee. No reimbursements will be made for purchases from Downtown Athletic Store and invoices from the company for goods that have been received will be carefully reviewed before payment is authorized. Any open purchase orders with Downtown Athletic Store should be closed and no new invoices will be honored. Orders for goods not yet received should be canceled unless this action would harm program activities or incur a financial penalty.

Thank you for your cooperation.

Sincerely,

Kelly J. Okken  
Purchasing Agent