

CINCINNATI CHRISTIAN ATHLETIC BOOSTERS



Funds Request Form

The form below is provided in order for Coaches and other key CCS personnel to submit a formal request for funding from the Cincinnati Christian Athletic Boosters. The completed form should be submitted to the Cincinnati Christian Schools Athletic Director. The request will be reviewed by the Athletic Director and the Athletic Boosters Executive Board. The form will be returned with a final decision or request for more information. Please submit your request as soon as possible preferably the season prior to your own.

If your request is over \$500.00 you must submit two bids from two different vendors attached to your funding request.

Upon your request being approved, a check from Cincinnati Christian Schools will be issued to the appropriate vendor to fulfill the request. Please allow for up to two weeks to have the check placed in the mail. If you have any questions please feel free to submit them to the Athletic Boosters President.

CINCINNATI CHRISTIAN SCHOOLS ATHLETIC BOOSTERS FUNDS REQUEST

Name: _____

Email: _____

Sport Name: _____

Short Description of Request (please be prepared to present at a Booster meeting):

Amount of funds raised by the team toward the total: \$ _____

Are (2) bids attached (if applicable): _____

Vendor Name and Contact: _____

Number of Athletic Booster meetings you and/or your team parents have attended in the last (12) months: _____

Amount of Request: \$ _____ Date of Request: _____

Requestor's Signature: _____

Requests will be fairly considered but under no terms does submitting a request guarantee that the funds will be approved. Unapproved purchases will not be reimbursed.

REVIEWD BY ATHLETIC DIRECTOR (please sign): _____

Funding Request approved by Athletic Boosters: ____ YES ____ NO

(If no, state reason): _____

Amount Approved: \$ _____ **Date Approved:** _____

Athletic Booster President Approval: _____

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