



Athletic Special Request Funding Form

Coach's Name: **Wayland Sports Team:**

Describe Special Request and Why	Qty	\$/ Per	Ext. Amt.	Circle Annual or One-Time Request?
				Annual or One-Time
				Annual or One-Time
				Annual or One-Time
				Annual or One-Time

Total Amount Requested

Work Flow Routing Information

Step 1 - Coach Request
 Submitted By: _____
 Date Submitted: _____
 Submitted To: _____
 If Approved, How Much Approved? _____

Step 2 - Athletic Department Decision
 Reviewed By: _____
 Date Reviewed: _____
 Conclusion: _____
 If Approved, How Much Approved? _____

Step 3 - Athletic Booster Support (if necessary)
 Reviewed By: _____
 Date Reviewed: _____
 Conclusion: _____
 If Approved, How Much Approved? _____

Step 4 - Purchase Details, If Approved
 Ordered By: _____
 Date Ordered: _____
 Anticipated Arrival Date: _____
 Actual Invoice Amount: _____