



# **Portland St. Patrick Catholic School Athletic Association**

## **Unbudgeted Athletic Equipment Purchase/Facility Improvement Policy**

1. Purpose of this form is to improve communications, understanding and transparency around the unplanned purchasing activities that are inevitable within any organization.
2. All unbudgeted athletic equipment purchases and athletic facility improvements must be brought to the Athletic Association for approval using the attached form.
3. Fully completed forms with budgets for improvements, and at least one quote for equipment purchases, must be provided to the President or Secretary no later than the Wednesday prior to a regularly scheduled Athletic Association meeting.
4. All requests must be reviewed by the elected board of the Athletic Association prior to presentation to the members. Not all requests will be presented to the members. The officers need to review all requests to make sure they are within the scope of the organization and that it is financially feasible at that time.
5. The coach or Athletic Director shall present the completed form and request at the Athletic Association meeting. No motions will be allowed on unbudgeted activities during the initial meeting that a request is made. The request will be held until the next scheduled meeting. A motion and vote will be made on all requests at the meeting following the initial request.
6. Unbudgeted athletic equipment purchases or facility improvements can be approved on a “fast track” by a unanimous affirmative vote of all the Athletic Association officers. Fast track approval will be voted on only after each officer is provided with a completed unbudgeted athletic equipment purchases and athletic facility improvements form. Each officer will vote to approve, deny or table to the next meeting within 7 calendar days of receiving a completed form and request for fast track approval. Voting may be completed in person or via electronic correspondence. It is the prerogative of any officer to request a meeting with the athletic director and/or other officers to discuss a fast track request.
7. A 5% contingency must added to each equipment purchase quote, and a 10% contingency must be added to all facility improvement budgets (In general the Athletic Association is responsible for operating expenses i.e. equipment, coach salaries, uniforms... not facility improvements, although from time to time the Athletic Association may be involved in facility improvement projects).
8. The coach in need of the equipment or improvement and Athletic Director must agree on the scope and cost of the purchase and must sign the form.