

# GPABC ~ Project Selection Request Form

**Date:**

**Sport Rep:**

**Sport:**

**Contact:**

**Contact e-mail address:**

**Item Description:**

**Vendor:**

**Vendor item #:**

**Cost:**

**Did you provide other quote estimates (YES or NO):**

**Reason for request:**

## Approval Signatures:

Athletic Director: \_\_\_\_\_

Date: \_\_\_\_\_

GPABC Secretary \_\_\_\_\_

Date: \_\_\_\_\_

GPABC Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

GPABC V. President: \_\_\_\_\_

Date: \_\_\_\_\_

GPABC President: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by board members (YES or NO)

Date: \_\_\_\_\_

**Action Taken:**

GHS Purchase Order #: \_\_\_\_\_

## Procedures for Project Selection

1. Coaches and/or sport reps are required to fill out the form. Coaches can obtain a form from the Athletic Director's office. It is also available on-line at [www.greendaleboosterclub.org](http://www.greendaleboosterclub.org). The following are the deadlines for each season.

**Fall**– June 1<sup>st</sup>    **Winter** – September 1<sup>st</sup>    **Spring** – January 1<sup>st</sup>    **Summer** - March 1<sup>st</sup>

### **GUIDELINES**

- One form per vendor request.
  - The date is important since this starts the clock, especially when proper lead-time is necessary.
  - Work with your sport reps so they can support your request in our meetings.
  - We ask for coaches to indicate their e-mail address in the event they need to be contacted.
  - Vendor information, description, item number, and cost is a critical item which is necessary for this form.
  - We strongly suggest that you look for other quotes to ensure we are getting the best price and quality.
  - The reason for the request is the most important part of this form. Use this area to support your needs, such as replacement, new training technique, etc. We strongly recommend that if this item can be used by other sports, that you build it into your case.
  - If multiple requests are made, prioritize each item from most wanted to least.
2. Completed request must be sent to the Athletic Director at least two weeks before deadline period for that season's sport and delivered to the GPABC mailbox found in the Greendale High School main office.
  3. The Athletic Director will verify that the form has been correctly filled out and review the request to ensure the need is required, then sign and date the form before reviewing with the GPABC officers.
  4. The request form will be review by GPABC officers at least one week prior to the monthly meeting following the submission deadline.
  5. If rejected by the officers, the reason will be documented and presented at the next monthly meeting of the full board following the submission deadline.
  6. If approved by the officers, the request will be presented to all board members at the next monthly meeting following the submission deadline for final approval. If approved by the full board, the request will be signed and dated by the Secretary, Treasurer, Vice President and President of the GPABC.
  7. After approval by the officers and full board, the Athletic Director will work to get a purchase order number to the vendor as soon as possible and place the order.

**NOTE: All approved items must have a PO number before the vendor is contacted. Coaches will not be able to purchase equipment without the proper paperwork.**

Revision date: 03-25-10