

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:

Project Selection Coordinator: _____

Date: _____

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 receive a form by contacting their athletic director. The following are the deadlines for each season.

Fall– June 1st **Winter** – September 1st **Spring** – January 1st **Summer** - March 1st

- 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 ect... 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.
1. Filled out request must be sent to the Project Selection Coordinator at least two weeks before deadline period for that seasons sport. Completed request forms can be delivered to the GPABC mailbox found in the Greendale high school main office.
 2. The project selection coordinator will verify that the form has been correctly filled out, then sign and date the form before forwarding to the Athletic Director. If necessary, she will reach the coach with any questions.
 3. The Athletic Director will review the request to ensure the need is required, then sign and date the form before returning to the Project Selection Coordinator.
 4. The request form will be review by GPABC officer at least one week prior to the next monthly meeting. If approved it will be signed and dated by the Treasurer, Vice President and President of the GPABC.
 5. If rejected, the reason will be documented and present at the next monthly meeting.
 6. Whether approved or denied the request will be presented to the board members and the next GPABC monthly meeting for final approval and dated.
 7. If approved the Athletic Director will work to get a purchase order number to the vendor.

NOTE: Any approved item must have a PO number before contacting the vendor. Coaches will not be able to purchase equipment without the proper paperwork.

Revision date: 07-30-08