

ATHLETIC REQUISITIONS

In response to the coaches' request for a consistent requisition and ordering process, the following plan has been developed.

<u>Season</u>	<u>Requisitions To Administration</u>	<u>Items Ordered</u>
Fall	4 weeks after end of Season	December
Winter	4 weeks after end of Season	July
Spring	4 weeks after end of Season	September

All requisitions will be provided directly to the Athletic Director. The Athletic Director will meet with the District Administrator to discuss the requisitions. Any denial of requisition items will be done at that meeting. The Athletic Director will communicate the denial to the individual coach.

Approved: December 1, 2006