

Stanley-Boyd Area Schools

JAMES B. JONES, DISTRICT ADMINISTRATOR
507 EAST 1ST AVENUE
STANLEY, WISCONSIN 54768
715-644-5534

HIGH SCHOOL
507 E. 1st Avenue
Stanley, WI 54768

MIDDLE SCHOOL
507 E. 1st Avenue
Stanley, WI 54768

STANLEY ELEMENTARY
507 E. 1st Avenue
Stanley, WI 54768

BOYD ELEMENTARY
303 E. Park Street
Boyd, WI 54726
715-667-3221

December 1, 2006

TO: Lee LaFlamme
FR: Jim Jones
RE: Requisitions for Athletics

Administrative Rule Regarding Athletics Requisitions

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

Season	<u>Requisitions To Administration</u>	<u>Items Ordered</u>
Fall	2 weeks after end of Season	December
Winter	2 weeks after end of Season	July
Spring	2 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.