

How to Spend Team Funds

Spending Procedures & Guidelines

The Green & Gold Booster Club is committed to helping teams access the funds they have worked hard to raise while maintaining transparency, accountability, and compliance with nonprofit financial best practices.

Following these procedures helps us protect our volunteers, coaches, and GGBC while ensuring team funds are used responsibly.

Before You Spend

Before making any purchase, ask yourself these four questions:

- ✓ Is this an approved team expense?
- ✓ Does our team have enough available funds?
- ✓ Has our coach approved this purchase?
- ✓ Has a Spending Request been submitted?

If you're unsure about any of these questions, please contact the Booster Club before making a purchase.

Our Preferred Process

Whenever possible, GGBC prefers to pay vendors directly.

This helps:

- Reduce out-of-pocket expenses for volunteers
- Maintain accurate financial records
- Protect volunteers from waiting on reimbursement
- Ensure purchases are properly documented

If direct payment is possible, we'll work with you to make it happen.

Step 1 – Submit a Spending Request

Complete the [Spending Request Form](#) before making a purchase.

Please include:

- Team
- Item(s) being purchased
- Purpose of the purchase
- Estimated cost
- Vendor information (if available)
- Date payment is needed

Step 2 – Booster Review

Your request will be reviewed to verify:

- Funds are available
- The purchase aligns with GGBC policies
- Coach approval has been received (if required)
- Additional Board approval is obtained if necessary

Once approved, we'll let you know the next steps.

Step 3 – Payment

Depending on the purchase, GGBC may:

- Pay the vendor directly
- Issue a reimbursement after purchase
- Coordinate another approved payment method

Please do not assume a purchase has been approved until you receive confirmation.

Reimbursements

Sometimes paying out of pocket is unavoidable.

To request reimbursement:

- Complete the [Reimbursement Request Form](#).
- Upload itemized receipts.
- Submit within 30 days of purchase whenever possible.

Reimbursements cannot be issued without proper documentation.

Purchases That Require Prior Approval

Examples include:

- Equipment
- Uniforms
- Camp fees
- Tournament entry fees
- Transportation
- Team meals
- Banquets
- Senior Night expenses
- Team supplies
- Spirit items purchased with team funds
- Anything that exceeds your team's account balance

If you're unsure whether approval is needed, ask first.

Things to Remember

- ✓ Team funds belong to the team—not to individual students or families.
- ✓ All purchases must directly benefit the team or student program.
- ✓ Personal purchases are never allowed.
- ✓ GGBC funds may not be used for personal gifts, cash payments, or other unapproved expenses.
- ✓ Never mix personal and GGBC funds.
- ✓ Always keep receipts.

Frequently Asked Questions

Can I buy something first and ask for reimbursement later?

Whenever possible, no. Please submit a Spending Request before making purchases.

Can Amazon purchases be reimbursed?

Yes, provided the purchase was approved and itemized receipts are submitted.

Can coaches make purchases?

Yes, but purchases must follow the same approval and documentation process as everyone else.

Can I use my personal rewards credit card?

Yes, but reimbursement is not guaranteed unless the purchase follows GGBC procedures and has been approved.

Can our team spend every dollar we've raised?

Yes, provided the purchase follows GGBC policies and sufficient funds are available.

Need Help?

If you have questions before making a purchase, please ask.

It's much easier to answer questions ahead of time than to resolve issues afterward.

[✉ treasurer@greenandgoldboosters.org](mailto:treasurer@greenandgoldboosters.org)

Thank you for helping us maintain responsible stewardship of our teams' funds.