

## **USASA REIMBURSEMENT- PURCHASE REQUEST**

### **Request for check/purchase authorization:**

**Prior** written approval is required before issuance of funds or purchase orders.

Do submit all requests for checks/purchase orders to USASA Office on the official request form. The request form must be completely filled out, signed, dated, and shall include appropriate budget category or coding. Original receipts, price quotes, bids, or other supporting documentation must be attached. Prior program manager approval must be obtained and submitted where appropriate.

Do submit all expense requests within sixty (60) days per board policy. Expense requests not submitted prior to yearend will be subject to delay. Committee members shall obtain Program Manager approval for personal reimbursement incurred outside the regularly constructed program.

DO NOT keep cash from entry fees, bonds, ticket sales, fundraisers, concessions, etc. Entry fee and bonds must be sent directly to the National Office. Submit **all** funds collected on behalf of your program with proper documentation to the USASA Office within five (5) business days of the conclusion of the event or competition. Indicate the budget category or coding on the USASA submittal form.

Each fundraiser shall be specific with expense documentation attached. All monies must be deposited into the appropriate USASA account and may only be expended through the approval process.

The Report of Ticket Sales form must be used for all games or other events for which admission is charged. The National Administrator, Board Member, Committee Chair, or their authorized designee shall review and sign verification of funds received at the conclusion of each day of the event or competition.

DO NOT purchase any item or items totaling over \$100.00 without prior authorization. Any item in excess of \$1,500.00 requires a three (3) bid/quote prior to purchase. You are as close to the office as your phone, fax or email.

DO NOT sign any type of contract/agreement (i.e., facility rental, printing, service, hotel, etc.). The only authorized persons to sign contracts/agreements are the National Administrator, USASA Chairman or in their absence an officer of the Board.

**ANY PURCHASE MADE IN THE NAME OF USASA WITHOUT AS APPROVED PURCHASE ORDER OR PRIOR WRITTEN AUTHORIZATION SHALL BE CONSIDERED THE OBLIGATION OF THE PERSON MAKING THE PURCHASE AND NOT THE OBLIGATION OF THE UNITED STATES ADULT SOCCER ASSOCIATION.**

Adopted July 19, 2003