



District Office
629 Easy Street
Brookings OR 97415
Phone 541-469-7443
Fax 541-469-6599

Coaches' Procedure to Spend Money

Before ordering supplies or spending money the following steps must be followed. The steps apply to purchase made from the athletics fund or the student body funds.

1. Obtain and complete a requisition for the items to be ordered.
Blank Requisitions can be obtained from Jessica Neerenberg at Azalea or Tina Peters at the High School.

Return the completed requisition to Buell Gonzales.

2. Buell will take steps necessary to get the requisition turned into a purchase order. If you need a check cut, please be specific on the requisition. A check can take up to two weeks to process. Please plan ahead.
3. The purchase order will be sent to Jessica Neerenberg or Tina Peters from the district office. You can ask Jessica or Tina for the purchase order or if the item has been ordered. Allow 3 to 4 days for the requisition to go through the process of being turned into a purchase order. If the Purchase Order was made out to Umpqua, the credit card may be used as soon as you have the Purchase Order in hand.
4. Coaches may not order items until they have obtained a completed purchase order from Jessica or Tina.
5. All receipts need to be turned in to Jessica or Tina to accompany the Purchase order back to the District Office. The paperwork is all tied together.

Sincerely,



Kathy McKee
Brookings-Harbor School District 17C
Director of Fiscal Services
629 Easy Street • Brookings • Oregon • 97415
Tel: (541) 469-7443 • Fax: (541) 469-6599
Email: kathym@brookings.k12.or.us