

# Payment and Reimbursement Processing Procedures

Falcon Athletic Boosters Club Inc.

PO Box 1341 Severna Park, MD 21146

[www.spboosters.org](http://www.spboosters.org)

The Falcon Athletic Boosters Club, Inc. ("FABC") adheres to the following payment processing procedures to standardize accounting practices without hindering funding access by Falcon Athletic Boosters Club stakeholders.

## Persons/Entities Authorized to Request FABC Payment or Reimbursement

- Severna Park High School sports team coaches & designated team managers, FABC board members, and FABC project and event liaisons as recognized by the FABC board ("the board") may request payment or reimbursement.
- Authorized persons (above) will review invoices for accuracy and tax-exemption before submitting to the board Treasurer for payment. Vendors, contractors and suppliers may not request payment directly from the FABC.

## Payment and Reimbursement Requests: Team Coaches & Managers

- Payment requests accessing team specific funds do not require FABC board approval.
- Maintaining an accurate team account balance is the responsibility of each team coach and/or team manager.

## Payment and Reimbursement Requests: FABC Board Members, Event & Project Liaisons

- One-time expenditures less than \$500.00:  
Payment requests for Items reviewed and authorized at board meetings will be submitted to the board Treasurer. Ad hoc requests will be submitted to the board Treasurer to review with the President for authorization.
- Short-term projects/events expected to exceed \$500.00:  
Board approval is required prior to making project related purchases or issuing work authorizations. A brief project proposal/item description will be submitted for board review and vote and will include: the nature and scope of the project/item and two written bids.
- Long-term projects/events spanning more than one year:  
Board approval for long-term projects or events is required prior to making project related purchases or issuing work authorizations.  
Proposed projects: a brief project proposal will be submitted to the board for review and vote. The proposal will include the nature and scope of the project/item, estimated budget by primary expense category, estimated time frame for completion, and two written bids.  
Projects in process: regular progress and expense updates will be provided to the board by the project liaison. Payment requests will note project name and nature of expense.

**Purchase agreements entered into unilaterally for expenditures exceeding \$500.00 are prohibited without prior board review and approval.**

## General FABC Funding Guidelines

- Expenditures must support By-Laws of the Falcon Athletic Boosters Club Inc.: Purpose (Sec. 1.10) and Function (Sec. 1.20) at [www.spboosters.org](http://www.spboosters.org). For information regarding other purchase & bid requirements visit Anne Arundel County Public School's site at <http://www.aacps.org/aacps/boe/ADMIN/PUR/purchasing.asp>.
- **Payments and reimbursements will be mailed or be available for pick-up within 3 business days of form receipt.**
- Invoices received directly from vendors, contractors or suppliers will not be honored.
- Expedited payment requests (processed within 1 day of request):  
The board encourages proactive planning to avoid requests for expedited payment. If lack of immediate payment jeopardizes the ability of a SPHS sports program to perform, request for expedited payment may be submitted to the Treasurer.

### How To Request Payment or Reimbursement

- GET the form at [www.spboosters.org](http://www.spboosters.org) ➤ COMPLETE the form ➤ FORWARD the form Attn: Treasurer:  
✓ MAIL: to FABC PO Box address ✓ PLACE: in Boosters Box at SPHS ✓ EMAIL completed/saved form: [dstafford@comcast.net](mailto:dstafford@comcast.net)

Forward invoice(s) & receipt(s) noting corresponding payment request to the Boosters PO Box or place in Boosters Box at SPHS (Attn: Treasurer) to insure prompt payment.