

# Eisenhower Athletic Booster Club

## Year End Award Process

Objective of the Updated Process:

- ❖ To make the process team friendly and to include all level teams at Eisenhower. Award purchases are not limited to one company.

Guidelines:

- ❖ Varsity teams will be funded for a max of \$100 to be spent on season ending awards. (Funded by Eisenhower Athletic Booster Club)
- ❖ JV / Freshman teams will be funded for a max of \$50 to be spent on season ending awards. (Funded by Eisenhower Athletic Booster Club)
- ❖ All teams may exceed the allowable max for awards per team. However, teams will only be reimbursed up to the approved/allowable amounts (no exceptions).
- ❖ Requests for reimbursement must be received within 60 days of the invoice date for consideration.
- ❖ If time allows contact the booster treasurer before ordering if tax exempt status is required.