

CHANDLER UNIFIED SCHOOL DISTRICT
CAMP AND CLINICS

Allowable Purchases

These procedures were designed to assist district employees who operate a C.U.S.D. sponsored camp or clinic spend funds generated by participation fees. All individuals must comply with these procedures. Failure to abide by District Procurement and Property Control Procedures may result in the ability to operate future camps or other disciplinary action.

Allowable Purchases DURING the Camp or Clinic (Auxiliary)

Money generated by a camp or clinic can be spent on camp or clinic associated costs.

Allowable purchases include: equipment, professional services, consultants, clinicians, participation awards, food for the participants and adult supervisors. If your entry fee into camp provides the participant with a ball, t-shirt, etc. the participant may keep these items.

Allowable Purchases AFTER the Camp or Clinic (Auxiliary)

Money generated by a camp or clinic run by district employees must be deposited in the Auxiliary Account. Allowable purchases from this account have the following restrictions:

1. Purchases are district property
2. Items are collected and stored in warehouse
3. No shoes may be purchased as they exceed the \$10.00 limit for consumable items (i.e. t-shirts, caps or socks are allowable purchases)
4. Follow District Procurement procedures and be an active contract of an approved vendor. (see Jean Borchert)

Allowable purchases include: program equipment, polo shirts, blazers, ties, warm-ups, choir robes, sports gear, nets, balls, game filming etc.

Allowable Purchases DURING the Camp or Clinic (Student Activities)

Money generated by a camp or clinic can be spent on camp or clinic associated costs as with Auxiliary account, however, all purchases must follow procedures outlined in the “**Student Activity Sponsor Manual.**”

Allowable purchases include: equipment, professional services, consultants, clinicians, participation awards, food for the participants and adult supervisors. If your entry fee into camp provides the participant with a ball, t-shirt, etc. the participant may keep these items.

Allowable Purchases AFTER the Camp or Clinic (Student Activities)

Very few camps and clinics fit the following criteria: camp or clinic must be student run and student directed. Sponsors must comply with all procedures outlined in the “**Student Activity Sponsor Manual**” remember Student Activity monies are raised through the efforts of the student and compliance with Uniform System of Financial Reporting (U.S.F.R.) is critical.

Allowable purchases include: All items stated above including items that remain with student i.e. cheer uniform, cheer shoes, game filming etc.

Other sources of funding include

Booster: Other sources of fundraising **besides** participation fees generated through camps or clinics may be done through Boosters. i.e. gate fees, sales, etc.

Tax Credit: District procurement procedures must be followed.