

NORTH TONAWANDA CITY SCHOOL DISTRICT
EDUCATIONAL SERVICES

175 HUMPHREY STREET, NORTH TONAWANDA, NY 14120-4097 || (716) 807-3647 || FAX (716) 807-3631

GREGORY J. WOYTILA
Superintendent of Schools

MATTHEW COOK
Director of Athletics

MEMORANDUM

TO: VARSITY COACHES

FROM: MATTHEW COOK

SUBJECT: 2019-2020 REQUISITIONS

Attached are requisition forms for your sport for the 2019-2020 school year. Please follow the enclosed directions as per Modified, and JV programs. Communicate with your Modified, and JV coaches as to their needs.

Use current catalogs, or research materials and supplies. If needed, I can provide you with catalogs. The BOCES Bid List should be your first resource.

Prepare your requisitions and bring this sheet with you to your end of season meeting.

List every item according to priority. It is assumed that a coach would not request an item that he/she did not believe such item essential to a good program. It may be necessary for the AD to determine which items are absolutely necessary if budget cuts needed to occur.

Please contact me if you have any questions.

BUDGET REQUEST

TO: COACH _____ SPORT _____ YEAR _____

To prepare a realistic budget, I am asking each Varsity Coach to bring the following information to the Athletic Office at their scheduled End of Season meeting.

Please follow the instructions below and on the accompanying sheets when filling out your budget requests. The Varsity Coach will request for the Varsity, JV, and Modified teams in his/her program.

How to Prepare Your Budget Request

List every item according to priority:

- Items include-
1. Uniforms
 2. Materials & Supplies
 3. Repairs to equipment
 4. Entry fees for all tournaments, relays, invitationals, etc.
 5. Miscellaneous

Item/Catalog # and Source (example — Wilson T1 007 Tennis Balls from Sportime) Quantity — 2 dozen

Price per item - \$9.95 per doz. Total

Cost - \$18.90

All requests should be based on costs from the BOCES Bid List, current catalogs, or salesman quotes.

I. UNIFORMS (game shirts & pants, practice shirts & pants, warm-ups, socks, etc.)

ITEM	SOURCE	QUANTITY	PRICE	TOTAL

TOTAL COST _____

II. MATERIALS & SUPPLIES

ITEM/CATALOG #	SOURCE	QUANTITY	PRICE	TOTAL
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TOTAL COST _____

V. MISCELLANEOUS (Scorebooks, rule books, videos, books, etc.)

ITEM	SOURCE	QUANTITY	PRICE	TOTAL

TOTAL COST _____

VI. FUND RAISING PROJECTS

Type of fund raiser _____

Month to be held _____

Produce to be merchandised _____

Reason for fund raiser _____

Profits to be used for _____

Estimated profit

Coach in charge of fund raiser _____

VII. SUMMARY OF BUDGET REQUEST

ITEM	TOTAL REQUESTED	TOTAL APPROVED
1. UNIFORMS		
11. MATERIALS & SUPPLIES		
111. EQUIPMENT REPAIR		
IV. ENTRY FEES		
V. MISCELLANEOUS		

VIII. COMMENTS OR RECOMMENDATIONS for next year concerning your program.

Thank you for your cooperation.

Matthew Cook
Director of Physical Education & Athletics