



Centennial Athletic Department

To: Head Coaching Staff

From: Scott Garvis-Director of Activities & Athletics

Re: Athletic Budget Requests

Date: December 1, 2019

Head Coaches I ask that you request your uniform, equipment & supplies for the 2020-21 academic school year. This will allow us to save money by purchasing and bidding out our athletic needs for the upcoming school year. This request will include requests for the booster club so please indicate those requested items for the booster allocations.

Attached are the necessary forms for you to complete your portion of the budget process. Please make your requests based upon your present inventory and your needs to operate your program for the 2020-21 school year. Good planning is always beneficial to the operation of a successful program. **School policy states coaches shall not place orders allocating school budget or activity funds without the proper filing of quotes & purchase orders through the Director of Athletics & Activities.** Please feel free to come in for assistance anytime.

Use only the forms provided for your requests. You must provide clear, concise descriptions, prices, manufacturers, sizes, and quantities for each item. Use whole dollar amounts whenever possible and include 10-15% for shipping.

Please indicate your booster request and a priority ranking for each item in case any deletions have to be made. If you have any questions, please feel free to contact me in the Athletic Office. These forms will be due by March 13, 2020 for budgetary consideration for the 2020-21 academic school year.

Thank you for your time and cooperation in this matter.

Go Jaguars!!!!!!

Scott Garvis
Director of Activities & Athletics