Wayne State College
Athletic Department Financial Procedures Handbook

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TABLE OF CONTENTS

1.0 TRAVEL
   1.1 EMPLOYEE TRAVEL
   1.2 TEAM TRAVEL
   1.3 RECRUITING TRAVEL
      1.3.1 RECRUITING TRAVEL – EMPLOYEE
      1.3.2 RECRUITING TRAVEL – PROSPECTIVE STUDENT-ATHLETE

2.0 MEALS ON CAMPUS
   2.1 RECRUITING MEALS
   2.2 PRE-GAME MEALS
   2.3 POST-GAME MEALS

3.0 PURCHASING
   3.1 BIDS
   3.2 SOLE SOURCE
   3.3 TECHNOLOGY PURCHASES

4.0 EQUIPMENT
   4.1 STATE EQUIPMENT PURCHASES
   4.2 FOUNDATION EQUIPMENT PURCHASES
   4.2.1 MERCHANDISE SALES
   4.3 STUDENT-ATHLETE EQUIPMENT PURCHASES

5.0 BUDGET FORMULATION
1.0 TRAVEL

Official athletic travel is that which occurs for the purpose of conducting athletic department business. This includes travel for recruiting, team travel, professional development, fund raising and speaking engagements.

1.1 EMPLOYEE TRAVEL

Travel Authorization (TA)

A Travel Authorization (TA) form must be completed prior to departure when traveling on behalf of Wayne State College, whether or not a State vehicle is used and whether or not reimbursement is being requested.

- If you are traveling with someone else and will not be reimbursed for meals or other travel related costs; they can list you on their TA and you don’t need to complete your own TA.
- If you are traveling with someone else and planning to be reimbursed for meals or other travel related costs, you need your own TA.
- If you are traveling alone; whether flying, driving a state vehicle or personal vehicle, or other method of travel; and regardless of whether or not you are planning to be reimbursed for meals or other travel related costs; you need your own TA.

Time frame for TA submission is as follows:

- In-state travel: TA must be submitted at least 24 hours in advance of the trip
- Out-of-state travel: TA must be submitted at least 48 hours in advance of the trip
- Athletic Recruiting Vehicle: TA must be submitted at least 72 hours in advance of the trip to ensure priority use privileges are invoked. Requests submitted less than 72 hours in advance will not be allowed to utilize priority use privileges, regardless of the trip’s distance.

Vehicles

When using an athletic recruiting vehicle, your sport’s cost center will be charged for fuel costs only. When using a state car, your sport’s cost center will be charged 40 cents per mile traveled. When using a state van, your sport’s cost center will be charged 70 cents per mile traveled.

If a state or athletic recruiting vehicle is available and you choose to use your personal vehicle, the employee will be reimbursed for actual fuel costs, not to exceed 40 cents per mile. Fuel receipts must be retained and submitted to determine actual fuel costs.

If a state or athletic recruiting vehicle is not available and you use your personal vehicle, the mileage reimbursement rate will be 40 cents per mile.

Air Travel

Employees may purchase airline tickets through the College or themselves and claim reimbursement. In either situation, an approved TA must be on file before airline tickets
can be purchased. Reimbursement for airline ticket expense will not be approved until after travel is completed.

**Other Transportation**
When renting a vehicle, please decline the physical damage insurance. This coverage is provided by the State's insurance policy and will not be reimbursed.

**Meals**
Employees are expected to exercise good judgment in expending State funds for meals.

Reimbursement for actual meal costs, including tip of 15%, are allowed. Tips cannot exceed 15%.

State law requires the submission of actual itemized meal receipts for all meals equal to or greater than $5.00.

Since the city of Wayne is considered the primary work location/residence, meal expenses incurred in Wayne are not reimbursable.

**One-day Trip Meals**
No meal reimbursements can be made for lunch (meals occurring between 10 a.m. – 2 p.m.) on a one-day trip, whether in-state or out-of-state or for one-day trips less than 5 hours in duration. On a one-day trip, breakfast will be reimbursed if the traveler leaves before 6:30 a.m. and dinner will be reimbursed if the traveler returns after 7:00 p.m.

**Multi-day Trip Meals**
Multi-day trips have the following meal reimbursement guidelines:

- **First day of trip:**
  - Breakfast – if departure is at or before 6:30 a.m.
  - Lunch – if departure is at or before 10:00 a.m.
  - Dinner – if departure is at or before 5:00 p.m.

- **Final day of trip:**
  - Breakfast – if return is at or after 9:00 a.m.
  - Lunch – if return is at or after 2:00 p.m.
  - Dinner – if return is at or after 7:00 p.m.

The daily meal maximums are “pooled” for multi-day trips. For example, during a three day in-state trip, the meal maximum reimbursement would be $90.00 (3 days @ $30 per day).

When an employee stays in a hotel with breakfast included in the room rate, a meal reimbursement for breakfast will not be allowed if the provided meal is not used and the employee chooses to eat elsewhere.

No reimbursement will be made for alcoholic beverages.

*All reimbursement requests must be submitted on an Expense Reimbursement Request within 60 days of the trip. The preferred department procedure is to submit an Expense Reimbursement Request within 14 days of the trip.*
1.2 TEAM TRAVEL
Employees are expected to exercise good judgment in expending State funds for team meals and lodging. Meal expenses incurred in Wayne for team travel purposes are not allowed.

*For example, purchasing a meal in Wayne prior to departure is not an allowable expense and cannot be paid from the Revolving Fund.*

*However, team meals may be eaten at Chartwells prior to the team’s departure from Wayne. Student-athletes on a meal plan are expected to use their meal plans.*

**Travel Authorization**
A Travel Authorization (TA) form must be completed for all team travel prior to departure when traveling on behalf of Wayne State College. A team travel roster including student-athletes, coaches, and all additional personnel must be included with the TA form.

Requests for meal money advances must be submitted on the Revolving Fund Request at least 5 days prior to the trip. Within 48 hours of the completion of the trip, the Athletics Trip Expense Form, all receipts, and excess cash funds must be submitted to the Assistant Athletic Director for Business Management for reconciliation and processing.

**Travel Roster Guidelines**
For each sport, the department’s maximum travel roster size is listed below. This number includes student-athletes and paid coaching staff (head coaches, assistant coaches and graduate assistants). Athletic trainers, radio talent and bus drivers are not included and lodging expenses will be paid from a separate cost center.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Maximum Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>31 (28 athletes, 3 coaches)</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>17 (14 athletes, 3 coaches)</td>
</tr>
<tr>
<td>Football</td>
<td>63 (55 athletes, 8 coaches)</td>
</tr>
<tr>
<td>Men's Cross Country</td>
<td>13 (12 athletes, 1 coach)</td>
</tr>
<tr>
<td>Men's Golf</td>
<td>6 (5 athletes, 1 coach)</td>
</tr>
<tr>
<td>Men's Indoor Track</td>
<td>28 (25 athletes, 3 coaches)</td>
</tr>
<tr>
<td>Men's Outdoor Track</td>
<td>33 (30 athletes, 3 coaches)</td>
</tr>
<tr>
<td>Soccer</td>
<td>28 (26 athletes, 2 coaches)</td>
</tr>
<tr>
<td>Softball</td>
<td>22 (20 athletes, 2 coaches)</td>
</tr>
<tr>
<td>Volleyball</td>
<td>18 (15 athletes, 3 coaches)</td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>17 (14 athletes, 3 coaches)</td>
</tr>
<tr>
<td>Women's Cross Country</td>
<td>13 (12 athletes, 1 coach)</td>
</tr>
<tr>
<td>Women's Golf</td>
<td>6 (5 athletes, 1 coach)</td>
</tr>
<tr>
<td>Women's Indoor Track</td>
<td>28 (25 athletes, 3 coaches)</td>
</tr>
<tr>
<td>Women's Outdoor Track</td>
<td>33 (30 athletes, 3 coaches)</td>
</tr>
</tbody>
</table>

It is department policy that red shirts and/or injured student athletes do not travel. Head coaches may make written requests to the Athletic Director for other essential personnel to travel with the team. Volunteers who have signed a “Volunteer Work Agreement” are allowed to travel.
The travel roster guidelines are what will be used for budgeting and travel for regular season and post season travel paid from state accounts. In the event that a team takes a trip that is paid for by other funds (i.e. team-funded trip or game guarantees), the head coach may request from the athletic director that additional people be allowed to travel. The decision by the athletic director will be made based on financial impact and the purpose of the trip. Such requests must be made in writing and approved prior to making travel arrangements.

**Team Travel Meal Allowance**

Maximum daily meal allowance per trip participant is $18.00.

<table>
<thead>
<tr>
<th>Meal</th>
<th>Departure</th>
<th>Return</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>at or before 6:30 a.m.</td>
<td>after 9:00 a.m.</td>
<td>$ 4.30</td>
</tr>
<tr>
<td>Lunch</td>
<td>at or before 10:00 a.m.</td>
<td>after 2:00 p.m.</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>at or before 5:00 p.m.</td>
<td>after 7:00 p.m.</td>
<td>$ 8.70</td>
</tr>
</tbody>
</table>

**Team Travel Lodging Allowance**

Maximum daily lodging allowance per room is $68.00, including tax and related fees.

The department’s policy is that every team should have only one participant per bed for all athletic team travel. In order to reduce hotel costs, every effort should be made by each head coach to request roll-aways or cots when possible.

Employees should request “Government rates” for all lodging, unless a lower rate can be obtained through a group discount.

All expenses for lodging must be supported by original itemized receipts/folios including the name of the hotel and a complete room list. In all situations, lodging expenses should be direct billed to the College. Please contact the Assistant Athletic Director for Business Management, in advance of the trip, for assistance with direct bill set up.

*Although the lodging expenses are direct billed, each head coach is required to obtain complete and accurate folios prior to leaving the hotel. The folios should be turned in to the Assistant Athletic Director for Business Management with all other trip paperwork.*

No payment will be made for unauthorized travelers who occupy the quarters of an authorized college traveler.

**1.3 RECRUITING TRAVEL**

Official athletic travel is that which occurs for the purpose of conducting athletic department recruiting functions.

**1.3.1 RECRUITING TRAVEL – EMPLOYEE**

**Travel Authorization (TA)**

A Travel Authorization (TA) form must be completed prior to departure when traveling on behalf of Wayne State College, whether or not a State vehicle is used and whether or not reimbursement is being requested.
- If you are traveling with someone else and will not be reimbursed for meals or other travel related costs, he/she can list you on his/her TA and you don’t need to complete your own TA.
- If you are traveling with someone else and planning to be reimbursed for meals or other travel related costs, you need your own TA.
- If you are traveling alone, whether flying, driving a state vehicle or personal vehicle, or other method of travel, and regardless of whether or not you are planning to be reimbursed for meals or other travel related costs, you need your own TA.

Time frame for TA submission is as follows:

<table>
<thead>
<tr>
<th>Type</th>
<th>Submission Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-state travel</td>
<td>TA must be submitted at least 24 hours in advance of the trip</td>
</tr>
<tr>
<td>Out-of-state travel</td>
<td>TA must be submitted at least 48 hours in advance of the trip</td>
</tr>
<tr>
<td>Athletic Recruiting</td>
<td>TA must be submitted at least 72 hours in advance of the trip to ensure priority use privileges are invoked. Requests submitted less than 72 hours in advance will not be allowed to utilize priority use privileges, regardless of the trip’s distance.</td>
</tr>
</tbody>
</table>

**Vehicles**
When using an athletic recruiting vehicle, your sport’s cost center will be charged for fuel costs only. When using a state car, your sport’s cost center will be charged 40 cents per mile traveled. When using a state van, your sport’s cost center will be charged 70 cents per mile traveled.

If a state or athletic recruiting vehicle is available and you choose to use your personal vehicle, the employee will be reimbursed for actual fuel costs, not to exceed 40 cents per mile. Fuel receipts must be retained and submitted to determine actual fuel costs.

If a state or athletic recruiting vehicle is not available and you use your personal vehicle, the mileage reimbursement rate will be 40 cents per mile.

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Employees may purchase airline tickets through the College or themselves and claim reimbursement. In either situation, an approved TA must be on file before airline tickets can be purchased. Reimbursement for airline ticket expense will not be approved until after travel is completed.

**Other Transportation**
When renting a vehicle, please decline the physical damage insurance. This coverage is provided by the State’s insurance policy and will not be reimbursed.

**Meals**
Employees are expected to exercise good judgment in expending State funds for meals.

Reimbursement for actual meal costs, including tip of 15%, are allowed.
State law requires the submission of actual itemized meal receipts for all meals equal to or greater than $5.00.

Since the city of Wayne is considered the primary work location/residence, meal expenses incurred in Wayne are not reimbursable.

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  - Dinner – if departure is at or before 5:00 p.m.

- **Final day of trip:**
  - Breakfast – if return is at or after 9:00 a.m.
  - Lunch – if return is at or after 2:00 p.m.
  - Dinner – if return is at or after 7:00 p.m.

The daily meal maximums are “pooled” for multi-day trips. For example, during a three day in-state trip, the meal maximum reimbursement would be $90.00 (3 days @ $30 per day).

When an employee stays in a hotel with breakfast included in the room rate, a meal reimbursement for breakfast will not be allowed if the provided meal is not used and the employee chooses to eat elsewhere.

No reimbursement will be made for alcoholic beverages.

All reimbursement requests must be submitted on an Expense Reimbursement Request within 60 days of the trip. The preferred department procedure is to submit an Expense Reimbursement Request within 14 days of the trip.

**1.3.2 RECRUITING TRAVEL – PROSPECTIVE STUDENT-ATHLETE**

**Unofficial Visits**

**MEAL** – Athletic Department policy allows for one on-campus meal for a prospective student-athlete (and the prospective student-athlete’s family) in the on-campus dining facility during an unofficial visit. When the on-campus dining facility is closed, a meal may be provided at an off-campus dining facility. WSC policy allows for state funds to pay for one employee per recruit. If you need meal passes for additional coaches, please contact the Assistant Athletic Director for Business Management at least 24 hours prior to the meal.

**Official Visits**

**MEALS** – Athletic Department policy allows for meals for a prospective student-athlete (and the prospective student-athlete’s family) in the on-campus dining facility during an official visit. WSC policy allows for state funds to pay for one
employee per recruit. If you need additional meal passes for coaches, please contact the Assistant Athletic Director for Business Management at least 24 hours prior to the meal. When the on-campus dining facility is closed, meals may be provided at off-campus dining facilities.

**LODGING** – Athletic Department policy allows for lodging for a prospective student-athlete (and the prospective student-athlete’s family) in a local commercial facility, including on-campus facilities, if available.

**TRAVEL** – Although allowable by NCAA Bylaws, Athletic Department policy does not allow for a prospective student-athlete’s travel to and from campus to be paid with State funds.

**COMPLIMENTARY ADMISSION** – Athletic Department policy allows for a maximum of three complimentary admissions to a campus athletics event in which the institution’s team practices or competes be provided to a prospective student-athlete. Such complimentary admissions are for the exclusive use of the prospective student-athlete and those persons accompanying the prospective student-athlete on the visit and must be issued on an individual-game basis.

**STUDENT HOST** - Although allowable by NCAA Bylaws, Athletic Department policy does not allow the use of State funds for student host entertaining purposes. However, Athletic Department policy does allow the use of Foundation funds, up to $20.00 per host, to cover all actual costs of entertaining the prospective student-athlete (and the prospective student-athlete’s relatives or legal guardians), excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos.

Use of Foundation funds is only allowable once the Compliance Office has received test scores and the prospective student-athlete has been placed on your Institutional Request List (IRL).

### 2.0 MEALS ON CAMPUS

State funds may be used for payment of food expenses for pre-approved on campus meals.

### 2.1 RECRUITING MEALS

Recruiting meals during regular cafeteria hours must be conducted in the student cafeteria (Chartwells) located in the Student Center. Recruiting meals can be conducted at local restaurants when the student cafeteria is closed. Staff is expected to use local restaurants that support the Athletic Department through Cat Club membership and/or corporate partnerships. A complete list of partners can be obtained from the Athletic Director.

### 2.2 PRE-GAME MEALS

Athletic Department policy does not allow local team pre-game meals for student-athletes, coaches and other personnel.
2.3 POST-GAME MEALS
Athletic Department policy does not allow local team post-game meals for student-athletes, coaches and other personnel.

3.0 PURCHASING

These procedures apply to all purchases and contracts for services, materials, supplies, or equipment, and all leases of property in accordance with Nebraska State College System Board Policy #7010. For assistance with your purchasing needs, please contact the Equipment Coordinator or Assistant Athletic Director for Business Management.

Purchase orders are required in advance for all purchases of $1,000 or more, unless for registrations, memberships, subscriptions, repairs, etc.

Purchase requisitions are required in advance for all purchases of $999 or less, unless for registrations, memberships, subscriptions, repairs, etc.

3.1 BIDS
All contracts for purchases and leases shall be bid as a single whole item. In no case shall contracts be divided or fractioned in order to produce several contracts, which are of an estimated value below that required for competitive bidding.

Under $2,500 – No bid required.
Bidding and/or documented price comparisons are not required; however, it would be prudent to perform some checking to ensure reasonableness of prices.

Between $2,500-$10,000 – Informal bids.
Informal bids consist of obtaining written documentation of comparative pricing from at least 3 vendors. Written documentation can be obtained from:
- vendor website printout,
- written documentation of a phone quote, or
- written price quote/bid from a vendor via hard copy, fax, or e-mail.

Between $10,000-$25,000 – Informal Competitive Sealed bids.
Bids must be forwarded to Budget/Grants Department for preparation of the necessary bid documents, mailings to prospective bidders, and to ensure documentation requirements are met. Faxed or e-mail bids are not allowed during this process.

Bids are to be received, held, and opened by Budget/Grants Department. Informal Competitive Sealed bids have no public bid opening.

Minimum of three bids must be received. If three bids are not received, review of specifications is required as well as documentation as to why three bids were not possible.

Items may be purchased without competitive bidding when the price has been established by the Federal General Services Administration (GSA) or participation in a contract competitively bid by another state or group of states. State purchasing assistance or contracts may be utilized where found to be advantageous. Both of
these types of purchases require advanced written approval from the Assistant Athletic Director for Business Management.

**Over $25,000 – Formal Competitive Sealed bids.**

Bids must be forwarded to Budget/Grants Department for preparation of the necessary bid documents, placement of public advertisements, mailings to prospective bidders, and to ensure documentation requirements are met.

Bids are to be received, held, and opened by Budget/Grants Department. Formal Competitive Sealed Bids are opened publicly at the time and date specified in the Quotation Request. Facsimile quotes or e-mails received by the institution are not allowed during this process.

Minimum of three bids must be received. If three bids are not received, review of specifications is required as well as documentation as to why three bids were not possible.

Items may be purchased without competitive bidding when the price has been established by the federal General Services Administration (GSA) or participation in a contract competitively bid by another state or group of states. State purchasing assistance or contracts may be utilized where found to be advantageous. Both of these types of purchases require advanced written approval from the Assistant Athletic Director for Business Management.

### 3.2 SOLE SOURCE PROVIDER

If a product or service is available only from a Sole Source Provider, no additional price comparisons need be included. To qualify as a Sole Source Provider, documentation related to why we must use a specific product in addition to why we must purchase the product/service from only the Sole Source Provider (Sole Source Designation Form) must be attached to the Purchase Order. Sole Source purchases require prior written approval from the Assistant Athletic Director for Business Management.

All purchases over $50,000 must go through the Competitive Sealed bid process even if there is a Sole Source Provider.

### 3.3 TECHNOLOGY PURCHASES

All purchases of “Technology” (software and equipment that connect to the network and computers) are reviewed by Network & Technology Services (NATS) to ensure compatibility with WSC networks and to determine whether or not service and maintenance can be accomplished by WSC or must be obtained externally.

Purchase Orders for “Technology” are prepared by NATS on behalf of the department purchasing the “Technology” and should be signed by the appropriate VP. All purchase requests for “Technology” must be submitted in writing to the Athletic Director. Once approved by the Athletic Director, the request will be forwarded to NATS for their approval.
4.0 EQUIPMENT

The Athletic Department will provide each student athlete with actual and necessary apparel and equipment to be utilized by the institution’s teams for intercollegiate practice and competition.

In addition, NCAA Division II Bylaw 16.11.1.5 specifies that a student athlete may retain athletics apparel items (not equipment) at the end of the individual's collegiate participation.

This section provides an explanation regarding the differences between apparel and equipment purchases from each sport’s State and Foundation account and purchases made directly by student-athletes.

4.1 STATE APPAREL & EQUIPMENT PURCHASES

The Athletic Department will provide each student-athlete with actual and necessary apparel and equipment.

These items shall include: basic practice apparel, game uniforms (jerseys, pants/shorts, hats/helmets, warm-up shirts & socks), safety related and non-personal equipment items.

Per Athletic Department policy and due to limited budget funds, footwear is not provided by each sport’s equipment budget.

Per State policy, only the basic practice apparel can be retained by the student-athlete. All other State funded apparel and equipment items will be issued to the student-athlete at the beginning of the season and retrieved from the student-athlete at the conclusion of the season in accordance with the department’s apparel and equipment policies and procedures.

State equipment purchases must be indicated as such on the purchase order/requisition prior to the order being placed.

4.2 FOUNDATION APPAREL & EQUIPMENT PURCHASES

All other apparel and equipment not provided by the Athletic Department can be acquired through fundraising activities by each respective sport.

Per Athletic Department policy, each sport may purchase additional apparel and equipment, not provided by the department, from their respective sport’s Foundation account. Please note, items purchased in this manner may not be considered personal property of the student-athlete subsequent to purchase. Apparel and equipment obtained in this manner must be purchased, received, distributed and inventoried in accordance with the department’s apparel and equipment policies and procedures. In addition, equipment must be provided to student-athletes on an issuance and retrieval basis, regardless of whether the equipment purchase was made with State or Foundation funds.

If student-athletes wish to retain apparel and equipment purchased from their respective sport’s Foundation account, the initial purchase amount may be deducted from the equipment market value in order to determine final purchase price. If the market value at the time of final purchase is less than the initial purchase amount, the student-athlete is not required to provide additional funds in order to retain the used equipment.
Foundation equipment purchases must be indicated as such on the purchase order/requisition prior to the order being placed. Foundation equipment purchase requests must also reference the fundraising event conducted to assist with the purchase.

4.2.1 MERCHANDISE SALES
Due to the College’s contractual agreement with the bookstore on campus, the sale of merchandise on campus is strictly prohibited. However, sports can request approval from the Athletic Director and Vice President and Dean of Students to sell merchandise on campus by completing the Merchandise Sales Request form. This form must be submitted in advance by the sport’s head coach and approved before solicitation of the fundraised merchandise. Once the fundraising activity has been approved, the sale of merchandise can begin.

Proceeds from the merchandise sales are to be received by the College and deposited into the respective sport’s Foundation account. The proceeds, up to a pre-determined amount or number of items for all sports, can be used to purchase additional apparel and equipment items for student-athlete use.

4.3 STUDENT-ATHLETE EQUIPMENT PURCHASES
All other apparel and equipment not provided by the Athletic Department can be acquired by the student-athletes directly from the manufacturer.

In the event an institution does not provide student-athletes with apparel and/or equipment necessary for practice and competition, the institution may purchase such apparel and equipment at a negotiated rate and require student-athletes to assume, in whole or in part, the cost of such items.

In addition, the student-athlete may purchase apparel and equipment necessary for practice and competition directly from the manufacturer at the institution’s negotiated rate, provided the institution approves the transaction and certifies the apparel and equipment is necessary for practice and competition and not for personal use.

Please note, items purchased in this manner may not be considered personal property of the student-athlete subsequent to purchase. Apparel and equipment obtained in this manner must be purchased, received, distributed and inventoried in accordance with the department’s apparel and equipment policies and procedures.

In addition, equipment must be provided to student-athletes on an issuance and retrieval basis, and in accordance with all other Bylaw 16 restrictions, regardless of whether student-athletes purchased the equipment directly from the manufacturer.

Further, a student-athlete’s initial purchase contribution may be deducted from the equipment market value in order to determine final purchase price in the event the student-athlete purchases the used equipment. If the market value at the time of final purchase is less than the student-athlete’s initial purchase contribution, the student-athlete is not required to provide additional funds in order to retain the used equipment. If the market value at the time of final purchase is greater than the student-athlete’s initial purchase contribution, the student-athlete is required to provide the cost difference in order to retain the used equipment.

Finally, a student-athlete may not purchase apparel and equipment for personal use at a reduced rate. Thus, it is not permissible for a student-athlete to purchase additional apparel
or equipment (additional warm-up suits, extra set of golf clubs for family member) that is not required by the institution for practice and competition at a reduced rate.

Student-athlete equipment purchases must be indicated as such on the purchase order/requisition prior to the order being placed. Student-athlete equipment purchase requests must also be accompanied by payments from each student-athlete made payable directly to the manufacturer.

Student-athlete equipment purchases will not be approved without proof of payment in advance of the order being placed.

Student-athlete equipment purchases will not be processed through the sport’s Foundation account. All student-athlete equipment purchases and payments must be made directly with the manufacturer.

5.0 BUDGET FORMULATION

The State budget allocation for each sport will be distributed in the expenditure categories listed below. For the 11/12 fiscal year, budget funds will be allocated based on an average percentage of actual expenditures, in each category, during the 09/10 and 10/11 fiscal years. Budget expenditures will be coded, tracked by category and reported to the head coach on a monthly basis by the Assistant Athletic Director for Business Management.

Guarantees – Amounts paid to visiting participating institutions.

Recruiting – Transportation, lodging and meals for prospective student-athletes and institutional personnel on official and unofficial visits, transportation, telephone call charges, postage and such.

Team Travel – Air and ground travel, lodging, meals, and incidentals for competition related to preseason, regular season and postseason. Amounts incurred for food and lodging for housing the team before a home game should also be included.

Equipment, Uniforms and Supplies – Items provided to the teams only.

Game Expenses – Game day expenses other than travel that are necessary for intercollegiate athletics competition, including officials, security, event staff, ambulance and such.

Fund Raising, Marketing and Promotion – Costs associated with fund raising, marketing and promotion for media guides, brochures, recruiting publications and such.

Direct Facilities, Maintenance, and Rental – Direct facility costs charged to intercollegiate athletics, including and grounds maintenance, utilities, rental fees, operating leases, equipment repair and maintenance, and debt service.

Memberships and Dues – Memberships, conference and association dues.
Other Operating Expenses – Printing and duplicating, subscriptions, business insurance, telephone, postage, operating and equipment leases, non-team travel and any other operating expense not reported elsewhere.

In the spring of each year, each head coach will be asked to submit a budget request for the upcoming fiscal year. This request must include budget expenditure estimates by category. A report of actual budget expenditures from the current fiscal year will be provided to each head coach in advance of the budget request.

NOTES: