



Tax Credit Expenditures

- ✦ Association or Registration Fees (paid by the program to an organizing body)
- ✦ Airfare
- ✦ Bus Transportation
- ✦ Choreography
- ✦ Club/Sport Dinners/Banquets (expenses for students only – not adults)
- ✦ Coaches can only be paid from TC funds at \$1500/coach (See athletic director with any questions)
- ✦ Dues (for the program to a larger organization)
- ✦ General Supplies for Students (water, snacks, Gatorade, etc.)
- ✦ Lodging
- ✦ Meal Money
- ✦ Music Arrangement
- ✦ Newsletter Printing
- ✦ Student Travel (food, hotel, entrance fees)
- ✦ Student Scholarships & Awards (Value < = \$15 and NO CASH awards)
- ✦ Subscriptions
- ✦ Tournament or Invitational Entry Fees
- ✦ T-shirts (Must be a **contracted vendor** & for students only)

NOTE: Tax credit purchases must benefit the **STUDENTS ONLY**.

This list was compiled to the best available information by Thunder Board. Please check with DV Bookstore for any questions on tax credit purchases.



Purchases from Booster Club Funds

- ◆ All requests for purchase or reimbursement from a booster club must be approved by the elected booster club officers.
- ◆ Booster clubs may choose to implement club-specific procedures for purchases.
 - Discuss any questions with your club treasurer or other elected officer.
- ◆ Budgets are to be compiled annually, preferably through a cooperative effort between coaches/sponsors, student leaders, and booster club officers.
 - Per TB policies and procedures, budgets should be approved by vote of the booster club members.
- ◆ Whenever practical, requests for expenditures should be made to the booster club in advance , preferably in writing with justification and a cost estimate.
- ◆ Reimbursement after purchase is allowed for legitimate program expenses.
 - If within a budgeted amount, submit receipt(s) and request for reimbursement to club treasurer.
 - If outside of budget, reimbursement should be authorized by vote of the booster club officers.
- ◆ Turn in all receipts, invoices and other documentation to the booster club treasurer.
 - If requesting reimbursement, please allow a reasonable amount of time for processing.



PO requests from Student Funds

Important: PO must be issued from bookstore BEFORE a purchase is made!

- ◆ Submit requests using “PO Request-Meeting Minutes” form available online from the school’s iVision website
- ◆ Each request must be approved by the student leaders for the program and signed by a student
- ◆ Vendors must be District approved (See below for additional information on Vendors.)
- ◆ PO may take 5 days to issue from the bookstore (so submit early)
- ◆ Bill to address must be: TUHSD, 500 W. Guadalupe Road, Tempe, AZ 85283
- ◆ Ship to address must be: DVHS, 16440 S. 32nd Street, Phoenix, AZ 85048
- ◆ Turn in all receipts and invoices from the vendor to the DV bookstore. (The bookstore will then process and submit to TUHSD accounting.)



PO requests from Tax Credit Funds

Important: PO must be issued from bookstore BEFORE a purchase is made!

- ◆ Tax Credit Funds can only be used for purposes on the approved list
- ◆ Requests must be submitted in writing by the coach or activity sponsor
 - An email clearly authorizing the purchase is acceptable, preferably with a quote from the vendor
- ◆ Current account balance must be sufficient to pay for the entire purchase
 - Check with bookstore for current balance or with any questions regarding procedures
- ◆ Vendors must be district approved
 - For “procurement items”, you must also use a vendor who is “contracted” with TUHSD (See Vendor details page)
- ◆ PO may take 5 days to issue from the bookstore (so submit early)
- ◆ Bill to address must be: TUHSD, 500 W. Guadalupe Road, Tempe, AZ 85283
- ◆ Ship to address must be: DVHS, 16440 S. 32nd Street, Phoenix, AZ 85048



VENDORS

Approved Vendor means that they are in the TUHSD system and we are able to purchase NON-procured items from them.

Contracted Vendor means TUHSD actually has contracted pricing with these vendors for items that fall under procurement guidelines.

Procurement Items include (but not limited to):

- ◆ Screen printing & embroidery apparel (apparel, bags, banners, caps, etc.),
- ◆ Coach Bus Transportation
- ◆ Trophies, Plaques & Awards
- ◆ School Supplies

These are the most common procurement items purchased.

NOTE: ALL PROCUREMENT ITEMS MUST USE A CONTRACTED VENDOR IF PAYING WITH TAX CREDIT OR STUDENT FUNDS