

**PITT COUNTY SCHOOLS
FACILITY SERVICES**

TO: All Principals and Athletic Directors
FROM: Matt Johnson, Executive Director of Operations
DATE: January 25, 2017

SUBJECT: Athletic Reimbursement Policy-2017-2018
Athletic expenses for the 2017-2018 school year will be reimbursed by the Facility Services department as follows:

SCHOOL ALLOCATIONS

\$ 1,400.00 – High Schools
850.00 – Junior high schools (including middle and K-8 schools)
200.00 – Elementary schools (some exceptions)

FUND RESTRICTIONS

Reimbursement will be made for the following allowable items only:

1. Seed
2. Fertilizer (liquid or bag)
3. Topsoil
4. Clay (limit of two loads)
5. Sand (limit of one load)
6. Field lime
7. Field marking paint
8. Gasoline
9. Service contract and/or rental equipment for full preparation and/or revitalization.
10. Normal stock school janitorial supplies can be requested by addition to janitorial supply requisition form.
11. Roundup

DISBURSEMENT OF FUNDS

NOTE: This is a reimbursement only. The facility Services Department will no longer purchase and provide these items to the school. The principal of the school is asked to pay the invoice and submit it to the Facility Services Department on a quarterly basis for reimbursement. Invoices must be signed, dated and submitted no later than the dates listed below. If the invoice is received after the date indicated for a quarter, it will be processed in the next quarter. Any invoices received after May 21, 2018 will not be reimbursed.

First Quarter	-	October 9, 2017
Second Quarter	-	January 8, 2018
Third Quarter	-	March 26, 2018
Fourth Quarter	-	May 21, 2018

Cc: Ron Butler
Matt Johnson
R. Warren
D. Price
All Principals
All Bookkeepers