



GIG HARBOR HIGH SCHOOL SPORT BOOSTERS

PO BOX 1335

GIG HARBOR, WA 98335

VENDOR PAYMENTS & REIMBURSEMENTS GUIDELINE

What is necessary for paying vendors:

Head Coach approval

Vendor invoice

What is necessary for reimbursement to an individual:

Head Coach approval

Copies of ALL receipts to be reimbursed.

Description of what purchased items were used for

Check total.

What is necessary for payment to individual sub-contractors:

Head Coach approval

Detailed description of service provided.

Check total.

Please know that if an individual is paid \$600.00 or more per fiscal year a W-9 must be provided to GHHS Sport Boosters. The treasurer will keep track of payment totals, but once that amount is reached no checks will be issued until a completed W-9 is received.

Forms are provided on our website, or by request, for your convenience, they are not mandatory. Your own form or e-mail is an accepted request if all necessary information is included.