

**Wayne Township Public Schools
Wayne, New Jersey**

**Standard Operating Procedure
Payment of Athletic Officials/Fees**

Subject: Payment of Athletic Officials/Fees	Effective Date: July 1, 2013	Page 1 of 2
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To establish the financial controls for the administration of the inter-scholastic athletic program to insure that all fees due and payable for officiating sporting events are paid timely and in accordance with school purchasing laws
- II. **Authority:** Business Administrator
- III. **Terms and Conditions for Payment of Athletic Officials/Fees:** This process applies to the payment to all athletic coaches and for athletic fees for tournaments, dues, etc.
- IV. **Reporting Procedures:** Athletic Offices, Accounts Payable
- V. **Approval Process:** Business Administrator
- VI. **Consequences:** Failure to follow SOP will jeopardize prompt payment for services rendered and payment of fees for participation in tournaments, etc.
- VII. **Dissemination:** Athletic Director, Teacher Coordinators for Athletics, Athletic Secretaries, Accounts Payable
 - The Department Secretary shall obtain the applicable sports' teams schedule from the Assignor indicating date of game, name(s) of official(s), and level of sport, i.e. Varsity/JV/Freshman. This schedule shall be deemed as the "invoice" to be utilized by the Accounts Payable Department in subsequent payment for officiating.
 - The Department Secretary shall create purchase requisitions utilizing the District Requisition Training Manual based upon said schedule and the approved fee schedule as established by the Bergen County Directors of Athletics Association prior to the events so as not to create a confirming order charging the appropriate budgetary account.
 - The Purchase Requisition shall clearly state the date(s) and level(s) of the game(s) (no abbreviations) to be officiated.

- When there are no funds available in the account to be charged, the Department Secretary shall notify the Site Coordinator so that they may submit a request for a budgetary transfer to the Athletic Director. The Athletic Director will then forward such transfer request to the Business Administrator and Superintendent for approval. No requisition may be entered until notification is received from the Assistant Business Administrator that such transfer had been processed.
- Once the Purchase Requisition has been processed by the Department Secretary, the approval process will consist of the Athletic Director, then the Assistant School Business Administrator, and then the School Business Administrator/Purchasing Agent. The approved Purchase Order will be printed and signed by the School Business Administrator/Purchasing Agent and the Superintendent.
- The Accounts Payable Department shall return to the Department Secretary the goldenrod file copy and the blue receiving statement.
- The Site Coordinator shall sign and return to the Accounts Payable Department the blue receiving statement indicating services have been rendered in accordance with the Purchase Order. If services have not been rendered, the Site Coordinator shall clearly document on the blue receiving statement the change and to cancel the Purchase Order
- In the event of any change to the original schedule, i.e date of game, substitute official, add on game, (tournament/scrimmage) any and all documentation received regarding such change shall be forwarded to the Accounts Payable Department who shall retain it on file along with the original schedule submitted for subsequent auditor review.
- In the event of an official change from the original schedule, the Department Secretary shall prepare a requisition to the substitute official no later than the next business day. If this cannot be accomplished, notification must be made to the Athletic Director and Accounts Payable Department.