WASHINGTON COUNTY SCHOOL DISTRICT SPIRIT PACK DOCUMENTATION FORM

The cost of "Spirit Packs" must not exceed the cost of the contents and cannot be sold at a profit. The cost of "Spirit Packs" must be disclosed prior to the beginning of the season (tryouts where applicable) and may not exceed $100.00. (WCSD Policy 3400.3.7.16)

This form is used to verify compliance with the above policy. The dollar amounts on this form should tie out to the purchase documentation. Completed forms are to be kept on file in the school's finance office.

SCHOOL: FISCAL YEAR:

SPORT/CLUB:

Description	Vendor from which items were purchased	Check Number or P.O. Number	A Total cost of items	B Number of items purchased	C Per-item cost (A divided by B)
					$

The maximum that can be charged for spirit packs is the sum of column C, or $100.00 - whichever is ***lower***.