



Northwood High School Booster, Friends, & Alumni Association

PO BOX 1596

PITTSBORO, NC 27312-1596

NHS Individual Program Fund Usage Procedures

1. Contact the Treasurer (Kimberli Flaughter) to verify how much money is in your programs account.
2. If the purchase is >\$500, as a courtesy ...Sports Programs must inform the Athletic Director and the Activity Groups must inform the Principal of the planned purchase.
3. Send a purchase order or an invoice to Kimberli Flaughter or Wendie Morris (treasurers) and they will place the order. If applicable, the invoice must include business name, address, phone number, contact person, item number(s) and total cost of the purchase. If something is to be purchased online, then you must communicate (walk them through) the purchase over the telephone or in person.

***If neither treasurer is available for an extended period of time and the purchase cannot wait for 24 hours, then the president or vice-president can make the purchase.

At the beginning of each school year it will be up to the Program Directors and Head Varsity Coach to provide to NHSBFAA with who has the authority to place orders for their program.