



**Helping to
Maintain the Tradition of
Excellence**

415 Centre St.
Bridgewater, MA 02324
www.brathletics.com

A 501c3 Non Profit Organization
Incorporated August 27, 2004

Purchase Request Policy 2011-2012

The following policy has been developed to ensure that all coaches have an opportunity to make timely requests for capital purchases. Capital purchases are defined as those which are reusable in nature (wrestling mat, tumble track, pitching machine, shoot-a-way) and will benefit future B-R athletes.

This policy excludes travel and operational expenses that arise on a seasonal basis. We welcome coaches' requests at any time, for unexpected OCL travel expenses (New England Championships) and other incidental items within their respective seasons. At this time, no funding will be available for the purchase of uniforms.

All purchase requests must be completed on the Friends of B-R Athletics Capital Purchase Request Form or the Friends of B-R Athletics General Request Form. Both can be found at www.brathletics.com.

Every effort should be made to adhere to these dates. However, Friends will consider purchases outside these dates for extenuating circumstances.

Friends of B-R Capital Purchase Request Form
Review for Fall purchases due annually on November 1

Friends of B-R Capital Purchase Request Form
Review for Spring purchases due annually on April 1

A copy of all Capital Request Forms must be forwarded to Dan Buron, Athletic Director.

All Capital Purchases require the review and signature of the Athletic Director prior to the review and approval by Friends of B-R Athletics.

****Please submit requests for **Fall and Winter sports** by April; requests for **Spring sports** by November, to allow ample time for purchase and delivery in the pending season.**

**Friends of B-R General Request Forms accepted at any time:
Submit only to: Friendsbrathletics@comcast.net**