

## UNIVERSITY LABORATORY SCHOOL

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TO: Captains' Parents  
FROM: Wade Smith, Director  
RE: Important Procedures  
DATE: August 1, 2006

First, let me thank you for the time and energy you give to our athletic program. We appreciate all that you do for the athletes and coaches throughout their seasons. I am writing today to inform you of some procedures that we need you to follow, as part of your captains' parents responsibilities.

- A. We will only honor purchases and reimbursement made with a **pre-approved** Laboratory School purchase requisition. Pre-approved purchase requisitions require the signature of the Jill White, Athletic Director or Aimee Welch, Associate Athletic Director.
- B. Only Joanna Krumholt, Lab School Cafeteria Manager, should purchase food and beverages. A purchase requisition listing all items must be submitted to Mrs. Krumholt no later than 2 days before the event. She will place the order and upon receipt of the items, will notify you of their delivery.
- C. Only caterers approved by LSU are to be hired to provide food for events held on the Laboratory School's campus. A list of approved caterers is attached. Prior to your catered events (e.g., sports banquets, after-game parties, etc.) Mrs. Krumholt will need to be informed of events held on the Laboratory School's campus. Purchase orders for the catering, like all purchase orders, must be pre-approved by the Jill White, Athletic Director or Aimee Welch, Associate Athletic Director.
- D. The 2003-2004 school year marked the beginning of our successful accounts receivable system. A roster will need to be given to Angela Foti, Accounts Receivable Manager. With this information she will be able invoice, collect and deposit the captains' fees owed.
- E. All printing (copying and duplicating) booklets must be done through LSU Graphic Services. With a pre-approved purchase requisition signed by Jill White, Athletic Director or Aimee Welch, Associate Athletic Director.

Thank you for your cooperation and all best wishes to you and your teams for a great season. Please call us if we can answer any questions. Mrs. Long and Mrs. Krumholt can be reached as follows:

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