

## Project UNIFY/Unified Champion Schools Expense & Supply Purchasing Procedures

*Special Olympics*  
Michigan



Thank you for becoming a Project UNIFY/Unified Champion School! This document will outline the procedures for purchasing supplies for your program.

### **Unified Sports**

Special Olympics Michigan offers 24 sports as part of our program. To receive funding to fulfill the Unified Sports component, we ask that your students participate in one of the following sports opportunities:

Alpine Skiing, Aquatics, Athletics (Track & Field), Basketball, Bocce, Bowling, Cross-Country Skiing, Cycling, Figure Skating, Flag Football, Golf, Gymnastics (Artistic & Rhythmic), Horseshoes, Kayaking, Poly Hockey, Powerlifting, Snowboarding, Snowshoeing, Soccer, Softball, Speed Skating, Volleyball, Weightlifting. Most of these sports have a unified component to them. If your group is interested in a sport other than those listed, please contact us for approval.

Funding can go towards uniforms, equipment, registration fees, transportation, and housing associated with Unified Sports events. For your convenience, we have set up accounts with Palos Sports who will bill us directly. Their website is [www.palossports.com](http://www.palossports.com). This does not limit you to only using them, though.

### **Shirts/Uniforms**

T-shirts and uniforms can be purchased through the following companies:

Identity Source, Dennis Tierney or Leslie Silverman  
800-538-0028

[dennis@identitysource.com](mailto:dennis@identitysource.com) or [leslie@identitysource.com](mailto:leslie@identitysource.com)  
[www.identitysource.com](http://www.identitysource.com)

Will Enterprises, Kevin Ullrich  
800-442-2039

[kevin@willenterprises.biz](mailto:kevin@willenterprises.biz)  
[www.willpromo.com/somiprojectunify](http://www.willpromo.com/somiprojectunify)

Both companies will bill us directly and will work with your group to create custom designed shirts, with the only stipulation being that **our logo must be on any article of clothing**. Both companies have our logo on file. Will Enterprises has created an Order Form for easy ordering.

You may use a different company for purchasing shirts as long as they have a comparable price in the \$5-6 range per shirt and our logo appears somewhere on the shirt. If you choose to use a company other than the above, items must be approved for logo, branding, and pricing before the order can be placed.

### **Food**

There will be a limit of \$200 per school per year for all food purchases. We are NOT funding ANY visits to restaurants without prior approval.

### **R-word/Anti-bullying Supplies**

R-word supplies may be ordered through us at no cost to your school. We will have posters, stickers, and wristbands available in February. Please contact us to order these supplies.



### **Banners**

We have a vendor that we use for banners that can be custom designed for your school. If you are interested in getting a banner, please contact us to assist with the process.

### **Unacceptable Expenses**

- No technology or gaming items—including cameras
- No field trips—fees for bowling alleys and other venues where your group will be playing sports are not considered field trips
- No gift cards without prior approval
- No overnight stays will be funded unless in conjunction with a Special Olympics Michigan event
- No funds to be spent on fundraising efforts—i.e. no shirt or candy purchases with the intent of selling them to raise money

We prefer to directly pay bills from our office. A copy of the bill should be emailed to your liaison who will then authorize and code for payment with our accounting department. We can work with you to set up direct billing with bowling alleys, transportation, venue sites, and food vendors. If direct billing does not work, you can purchase the item and turn in the receipt for reimbursement. A reimbursement voucher must be completed with receipts attached. All receipts must be turned in within 2 weeks of purchase and must be coded with the purpose of the expense.

Please contact us at any time with questions or concerns.

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