

## Apparel and Gear Approval Form

Students, teams or groups that wish to purchase custom and non-CAJ provided apparel or gear for their own group must follow this process. Note: Talk to the purchasing manager early in the process for help in understanding costs.

### Submit

- this completed form
- approval forms signed by parent and student
- quote from your supplier (or CAJ supplier)
- printed copy of the design (with signatures and initials)

Please read *Apparel and Gear* in your student handbook.



**Your Name** \_\_\_\_\_ (Printed)

**Your Group Name** \_\_\_\_\_ (Printed)

### Get Signatures

**Purchasing Manager** \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)  
(signature indicates purchasing discussed)

**Coach/director/sponsor** \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Approves what is being purchased \_\_\_\_\_  
Approves design \_\_\_\_\_ (also initial attached design)

**Athletic director/fine arts coordinator** \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Approves what is being purchased \_\_\_\_\_  
Approves design \_\_\_\_\_ (also initial attached design)

**Divisional Principal** \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Approves what is being purchased \_\_\_\_\_  
Approves design \_\_\_\_\_ (also initial attached design)

**Head of School (design)** \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

Approves design \_\_\_\_\_ (also initial attached design)