

LWVJCP Purchase Form Procedure

Purpose:

1. To document funds requested for budgeted and non-budgeted expenses.
2. To maintain accurate financial records of purchases.

Expenditure for Budgeted Items*

Enter Purpose of Purchase and Budget Category or Grant Fund. (Budgeted categories and grants will be listed on the back of the form at a later date.) Call the Treasurer if you have a question.

Enter the amount of expenditure requested and the amount which is budgeted or grant approved.

Approval of grant coordinator is required on all grant expenditures. **

Check Request: *Ex: Sponsorship, prepayment, or reimbursement*

Enter the amount of check requested and the date the check is needed. Enter name of person or organization to receive check.

Enter the address of the recipient.

Expenditures for non-budgeted items*

Complete steps as for budgeted items.

Any expenditure or check request greater than \$75 that is not budgeted or grant approved, must be approved by the Board.

Complete check request information.

Vendor and expense information required on all Purchase Forms.

Enter name of vendor(s).

List items, cost of each or estimated amount and the actual amount.

List total amount of expenditure.

Attach all receipts to the form and send to the Treasurer.

If you have questions, call Caroline at 816-333-6059 or email cmarnold@live.com

*If an invoice is received, send it to the treasurer or alert the treasurer if an invoice is being sent to the League. If an invoice has been paid, attach it to the purchase form.

**Grant coordinator can send approval to treasurer by e-mail.