



## 64<sup>th</sup> WALLY BYAM AIRSTREAM CLUB

### ★ INTERNATIONAL RALLY ★

★ July 17-24, 2021 ★ LEBANON, TN ★

### Committee Chair Purchasing/Reporting Information

Each year, the Executive Committee members are assigned as Team Leaders for specific groups of Rally Committees. For the International Vice Presidents, this process helps as they work with rally planning teams during their progression from 3<sup>rd</sup>, 2<sup>nd</sup>, 1<sup>st</sup> VP and ultimately, International President's position.

On occasion, it may be necessary to purchase specific materials or supplies needed to support your Committee. The International Rally Purchasing Process is as follows;

- All requests for an expendable and non-expendable property must be submitted, for approval by an Executive Committee member or their designee, on a *Purchase Requisition*.
- Please keep in mind that, unless otherwise defined in the Purchasing Process below or with an Executive Committee member's approval, you should not make any direct payments for any rally materials.

Committee Chairs who need to purchase items before arriving at Lebanon (e.g., tablecloths, decorations, art supplies). The process for purchases before the Rally is:

- Committee Chair submits a request via email or in writing to your respective Team Leader with details of the requested purchase, including an estimate of cost, description of item(s) and event or Committee name;
- Committee Team Leader approves request via email or in writing for estimated or budgeted amount and forwards request to Corporate Manager and International Treasurer in lieu of a Property Requisition form;
- Committee Chair is responsible for purchasing the requested materials (be sure to retain receipts\*) and submitting receipts, along with a copy of the approved request to HQ/Finance office in Lebanon for reimbursement;

The process for purchases while at the Lebanon Rally is:

- Committee Chair completes Property Requisition form (which can be found at the HQ/Finance office) ensuring that details of the purchase including an estimate of cost, description of item(s) and event or Committee name are included;
- Your next step will be to review the requested purchase with your team leader or a member of the Executive Committee.
- Finance can approve purchases up to \$100, or the budgeted amount. An Executive Committee member approval is needed for purchases greater than \$100.
- You will then be responsible for purchasing the requested materials (be sure to retain receipts\*) and submit receipts, along with the approved Property Requisition form to HQ/Finance office for reimbursement;

Reimbursements for approved purchases will be made as follows:

- Amounts less than \$25.00 will be paid from Petty Cash. Reimbursements for greater than that amount will be issued via check the following day after 1:00 pm.
- \*NOTE: The HQ/Finance office cannot reimburse for purchases without a receipt. If lost, the Chair may submit a signed document for reimbursement with details of the purchase, including item(s), when & where purchased, amount(s) and costs.

As you complete your role as a Committee Chair, we ask that you complete and submit your [Committee Chair Report](#) online or you can email it to [rally@airstreamclub.org](mailto:rally@airstreamclub.org) by no later than Friday, July 23rd, 2021. If your Committee has property that is stored in Property Control, we ask that you complete a [Property Inventory Sheet](#) and submit it along with your Committee Chair Report. If you determine that your Committee Job Description should be updated at the end of the Rally, please include those changes in your Committee Report.

If you have any questions, please email [rally@airstreamclub.org](mailto:rally@airstreamclub.org) .