



# 66<sup>th</sup> AIRSTREAM CLUB INTERNATIONAL RALLY

★ June 24-30, 2023 ★ Rock Springs, WY ★

## Committee Chair Purchasing/Reporting Information

Below you will find the procedure for making purchases for your Committee and the committee reporting requirements. Please don't hesitate to contact your Team Leader should you have any questions.

### Purchasing Procedure

On occasion, you may need to purchase specific materials or supplies to support your Committee. The International Rally Purchasing Process is as follows:

- All requests for an expendable or non-expendable property must be submitted on a *Purchase Requisition* for approval by your Team Leader.
- Please keep in mind that, unless otherwise defined in the Purchasing Process below or with your Team Leader's approval, **you cannot** make any direct purchases of rally materials.

Committee Chairs who need to purchase items before arriving at Rock Springs (e.g., tablecloths, decorations, art supplies) must follow this process:

- 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 [rally@airstreamclub.org](mailto:rally@airstreamclub.org) for processing.
- Once approved, the Committee Chair is responsible for purchasing the requested materials, retaining receipts, and submitting receipts, along with a copy of the approved request to the Rally office in Rock Springs for reimbursement. Reimbursement cannot be made without original receipts.

The process for purchases while at the Rock Springs Rally is:

- Committee Chair completes Property Requisition form (which can be found at the Rally office) ensuring that details of the purchase including an estimate of cost, description of item(s) and event or Committee name.
- Committee Chair reviews the requested purchase with his/her Team Leader for approval.
- Amounts over \$100 need to be approved by the Rally Committee. Committee Chair purchases the requested materials (making sure to retain receipts) and submits receipts, along with the approved Property Requisition form to the Rally office for reimbursement.

Reimbursements for approved purchases will be made as follows:

- Amounts less than \$25.00 will be a cash reimbursement. Visit the Rally Office during

normal operating hours for reimbursement.

- All other reimbursements greater than \$25.00 will be issued a check the **day after** the request is received in the Rally office.
- NOTE: The Rally 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 descriptions, when and where purchased, amount(s), and total costs.

### Reporting Information

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 your Team Leader no later than Friday, June 30<sup>th</sup>, 2023. Please include any information or suggestions that would be useful for planning next year's Rally. If your Committee has property that is stored in the container, 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, contact your Team Leader.

**Thank you for volunteering – it doesn't happen without you!**