AIRSTREAM CLUB INTERNATIONAL
INTERNATIONAL RALLY PROCEDURE

POLICY NAME: Committee Chair Purchasing Procedure

POLICY STATEMENT: To ensure the smooth and accountable operation of your committee, please follow the procedure below for making purchases and submitting reimbursement requests. If you have any questions, contact your **Rally Planning Team Liaison**.

General Purchasing Guidelines

Occasionally, you may need to obtain specific materials or supplies for your committee's activities. Please note:

- **All requests** for expendable or non-expendable property must be submitted in writing either on a **Purchase Requisition** form or via email and approved by your **Team Liaison**.
- **Direct purchases** are **not permitted** without prior approval, unless otherwise noted below or authorized by your Team Liaison.

Pre-Rally Purchases

If you need to purchase items **before arriving at the rally** (e.g., tablecloths, decorations, art supplies), follow this process:

1. **Submit a request** (via email or in writing) to your **Team Liaison**. Include:
    - A description of the item(s)
    - Estimated cost
    - Committee or event name
2. Once approved, your Liaison will **forward the request** to **rally@airstreamclub.org** for processing.
3. You may then make the purchase. Be sure to:
    - **Retain original receipts**
    - Submit receipts along with a copy of the **approved request** to the Rally Office

Reimbursements **cannot be issued** without original receipts.

On-Site Rally Purchases

To make purchases **during the rally**, follow these steps:

1. Obtain a **Property Requisition** form from the **Rally Office**. Fill out all required information, including:
    - Description of item(s)
    - Estimated cost

- Committee or event name

2. Review and submit the form to your **Team Liaison** for approval.
3. For **requests over $100**, Rally Committee approval is required.
4. Once approved, make the purchase and:
    - **Retain original receipts**
    - Submit the receipts and **approved form** to the **Rally Office** for reimbursement

Reimbursement Process

Reimbursements for approved purchases are handled as follows:

- **Purchases under $25**: Reimbursed in cash during normal Rally Office hours
- **Purchases over $25**: Reimbursed via check the day after the request is submitted

Important: Reimbursements **require original receipts**. If a receipt is lost, you may submit a **signed statement** with the following:

- Description of the item(s) purchased
- Date and location of purchase
- Total cost

If you have any questions about the process or need clarification, please reach out to your **Rally Planning Team Liaison**.