




416 Sid Snyder Avenue SW
PO Box 40250
Olympia, WA 98504-0250
(360) 902-4162
www.cfd.wa.gov
cfid@sos.wa.gov

WASHINGTON STATE COMBINED FUND DRIVE POLICIES AND PROCEDURES

Policy Procedure

Title: Third Party Purchasing Policy	
Developer Name: Heather Lucas	Submission Date: 5/1/2018
Approved by: Philip Kerrigan	Approval Date: 5/1/2018
Approving Signature: 	

OVERVIEW

This statement discloses the third party purchasing practices for the Washington State Combined Fund Drive (CFD).

The CFD supports its volunteers by assisting in the reimbursement and/or payment for the purchase of items that will be used in the raising of funds for the program and its member charities. The policy is supported by WAC 434-750-180.

PROCEDURE

If the CFD is contacted by a volunteer to assist in the pre-payment of an item to be used in raising funds (i.e. cookbooks, calendars, etc.), CFD staff must utilize the following procedure:

1. Volunteer sends and official request for assistance in pre-payment via e-mail.
Information included:
 - a. Name of fundraiser
 - b. Item for purchase
 - c. Amount
2. CFD staff will determine based on Cost Benefit Analysis of anticipated price of the time versus acceptable revenue of event.
 - a. Standard administrative cost for the CFD is 12%
3. If approved, CFD will purchase the item for the volunteer.
4. Once the item is received by the volunteer, a verification of delivery will be sent to the CFD Program Manager.
5. Volunteer will hold fundraiser using purchased item.
6. Upon completion, the volunteer will complete the [Fundraiser Event Form](#) and turn it into CFD staff.

CONTACT US

For further questions regarding this memorandum of policy, you can reach the state CFD office at:

416 Sid Snyder Ave SW
PO Box 40250
Olympia, WA 98504-0250

PHONE: (360) 902-4162
EMAIL: cfid@sos.wa.gov