



## WASHINGTON STATE COMBINED FUND DRIVE **POLICIES AND PROCEDURES**

☒ Policy    ☐ Procedure

<b>Title:</b> Purchasing Policy – Big-Ticket Purchases	
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<b>Approved by:</b> Stephanie Prentice	<b>Approval Date:</b> 10/15/2020
<b>Approving Signature:</b> <i>Stephanie Prentice</i>	

### OVERVIEW

This statement outlines the practices the Washington State Combined Fund Drive (CFD) must utilize when making a big-ticket purchase for the use of CFD volunteers to promote and host fundraising activities for their agency annual CFD campaign that are not part of reimbursement requests.

### DEFINITIONS

- Big-ticket purchase: any purchase a volunteer reasonably identifies they are incapable of making in their role as a CFD volunteer, typically purchases over \$100 (e.g. greens fees, venue rentals, catering, etc.).

### SCOPE

The CFD may support its volunteers by making big-ticket purchases that volunteers can use to raise funds for the CFD and its member charities. These purchases may be made by CFD staff prior to a fundraiser. Volunteers who request the CFD make big-ticket purchases for their fundraisers may support any active CFD member charity, but must agree to support the CFD Non-Specified Fund (charity code #0316854, EIN 91-6001106) for the amount of the big-ticket purchase.

### PROCEDURE

If a CFD volunteer requests the CFD make a big-ticket purchase, CFD staff must utilize the following procedure:

1. The volunteer must submit a request in writing to the CFD (email [cfid@sos.wa.gov](mailto:cfid@sos.wa.gov)) requesting the CFD make a big-ticket purchase on their behalf for a fundraiser they're hosting. Volunteers must provide the CFD with an event overview that includes the following information:
  - a. Name of fundraiser
  - b. Date of fundraiser
  - c. Item for purchase
  - d. Amount of item
  - e. Intended use of item
  - f. Budget for event



# WASHINGTON STATE **COMBINED** FUND DRIVE

416 Sid Snyder Avenue SW  
PO Box 40250  
Olympia, WA 98504-0250  
(360) 902-4162  
[www.give.wa.gov](http://www.give.wa.gov)  
[cfid@sos.wa.gov](mailto:cfid@sos.wa.gov)

- g. Agree to support the CFD Non-Specified Fund for the amount of the big-ticket purchase
- h. List of active CFD member charities fundraiser will benefit
- 2. The CFD Program Manager will review the submitted overview.
- 3. If approved, CFD staff will notify the volunteer and make attempts to purchase the item.
- 4. Once the purchased item is received by the volunteer, a verification of delivery must be sent to the CFD Program Manager and CFD staff via email at [cfid@sos.wa.gov](mailto:cfid@sos.wa.gov).

Upon completion of the fundraiser, the volunteer will complete the Fundraiser Event Form and submit it to their agency Campaign Leader (if applicable) or the CFD. CFD staff may work with the volunteer to enter their fundraiser online for disbursement.

If the big-ticket purchase is not used for the planned fundraiser, the volunteer must notify the CFD within 24 hours and return the item and/or any funds used to secure the item obtained by the volunteer when applicable to the CFD. The CFD reserves the right to cancel big-ticket purchases for any fundraiser.

## **RELATED DOCUMENTS**

Event Overview  
Fundraiser Event Form

## **CONTACT US**

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

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