

May 8, 2017

MEMORANDUM OF POLICY

RE: Third Party Purchasing Policy and Procedure

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.

In the event that 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, movie tickets, etc.) the following procedure is to be used:

1. Volunteer sends an 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 item 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.

This policy and procedure has been approved on May 8, 2017 by:


Stephanie Horn
Community Programs Deputy Director


Philip Kerrigan
CFD Program Manager

