



CHECK REQUESTS & PURCHASE ORDERS

Instructions for Officers and Chairmen

CHECK REQUESTS AND PURCHASE ORDERS

Submission

1. Check Request and Purchase orders are to be submitted to the State Office via mail, fax or email - **californiastatehorsemen@gmail.com and cshatres@att.net**
2. If being sent by email, the name of the attached file must be descriptive of the CR or PO –
Example – Broken_Spur_Check_Request 147.56.pdf
3. Purchase Order submissions must include the PO form and a written/printed quote from the vendor. The quote must include the vendor's name, mailing address, and telephone number.
4. Check Request submissions must include the Check Request form and a written/printed invoice from the vendor. The invoice must include the vendor's name, invoice number mailing address, and telephone number.

Form Completion

1. The GL Account **must** match a line item on the approved budget.
2. If the vendor's quote/invoice is for multiple items that would all fall under the same Budget GL Account (example ribbons, medals, and buckles) on the Check Request and Purchase Order form list the GL account once with the total for all items.

Examples:

- a. **Single Payment** - you are submitting a check request for the ribbon vendor. On your budget you included a line item for Awards. On the Check Request/PO form, the GL account would be Awards.

Submitted Budget

Expenses
Facility
Judges
Other
Postage and mailings
Awards

Check Request/PO Form

<u>GL Account</u>
Awards

- b. **Multiple Payments** - submitting a Purchase Order for facility fees that require multiple payments

Example:

On your budget you have a line item for Event Fees. That figure includes all of your budgeted costs for all of your event items. When completing the Purchase Order, you would use Event Fees as the GL Account.

The facility requires a deposit and two interim payments. You would include a list of the payment schedule including the date due.

- Event date July 24th
- Deposit of 1000.00 due April 1st
- Interim payment of \$250.00 due July 1st
- Remaining balance of \$300.00 due August 1st

NOTE - A Check Request form (referencing the purchase order previously submitted) must be submitted when each payment is due

Budget

Expenses
Event Fees
Judges
Other
Postage and mailings
Awards

Purchase Order Form

<u>GL Account</u>	<u>Amount</u>	<u>Description of Expenditure</u>
Event Fees	\$ 1000.00	Deposit due April 1st
Event Fees	\$ 250.00	Second pmt due July 1st
Event Fees	\$ 300.00	Final Payment due Aug. 1st
	\$	
	\$	

REIMBURSEMENT REQUEST

Submission

1. To request a reimbursement use the **Check Request** form.
2. The form is to be submitted to the State Office via mail, fax or email - **californiastatehorsemen@gmail.com and cshatres@att.net**
3. If being sent by email, the name of the attached file must be descriptive of the person requesting the reimbursement –

Example – 2017-07-25 Sally Jones 47.56.pdf

4. Submissions must include the form and a written/printed receipt for each purchase. The receipt must include the vendor's name, mailing address, telephone number, item(s) purchased and amount.

Form Completion

1. The GL Account **must** match a line item on the approved budget.
2. If there are multiple receipts for items that would all fall under the same Budget GL Account (example postage), on the Check Request form **list the GL account once** with the total for all receipts.

Examples:

- a. You are submitting a Check Request for the postage. On your budget you included a line item for Postage and Mailing. On the Reimbursement Request form, the GL account would be Postage and Mailing.

Submitted Budget

Expenses
Facility
Judges
Other
Postage and mailings
Awards

Check Request/PO Form

GL Account
Postage and Mailings
