

PURCHASE REQUEST PROCESS

Valley Wolfpack

Purpose

The purpose of this document is to outline the process for submitting and approving purchase requests within the Valley Wolfpack organization. Adhering to this process ensures financial accountability and transparency.

Workflow Steps

1. Request Submission:

- Complete the Purchase Request Form , <https://valleywolfpackpo.my.canva.site>
- Include all necessary details: vendor, items, quantity, and estimated cost.
- If for team budget, must follow ***Important notes**, but not required to have E-board approval on filled out Purchase Request Form.
- Submit the form to all E-board members.

2. E-board Approval:

- The E-board reviews the request.
- Must have 1 E-board member approval.
 - *You can not approve your own purchase request if E-board member.
- If approved, a E-board member approve the form and email forward approved request to the Treasurer.
- If denied, the requestor and Treasurer are notified.

3. Treasurer Review:

- The Treasurer reviews the request for accuracy and budget availability.
- Will approve or deny based on budget
- If denied, the requestor is notified with an explanation.

4. Purchase Execution:

- Upon receiving the approved form, the Treasurer initiates the purchase, by their approval to requestor.
- All purchases must align with the approved request.
- Any discrepancies must be reported immediately.

Important Notes

- All purchases must complete form.
- All requests must be submitted at least **two weeks** prior to the date the purchase is needed, unless if purchase is less than \$100 and for gameday or events, the form can be filled post purchase but must be filled for reimbursement.
- All requests must have a **second quote** from an alternate vendor.
- The Valley Wolfpack is not responsible for purchases made without following this process.