

	APPLICABILITY All Sno-Isle TECH Skills Center Programs		
	EFFECTIVE DATE September 1, 2022	PAGE NUMBER 1 of 1	POLICY NUMBER SIF 004 Version No. 2
	TITLE PROGRAM ACCOUNT DISBURSEMENT REQUEST		

Brief Description

Process for Sno-Isle Faculty to follow when they want to request a disbursement from an existing balance in their program Sno-Isle Foundation account.

Task and Position Responsible

- 1) **Requestor** completes the [Program Account Disbursement Request Form](#).
 - a) Itemized list or a company quote of item(s) / services to be purchased is attached
 - b) **Requestor** emails the completed form and attachment to the Treasurer

- 2) **Treasurer** confirms the program account has sufficient funds to cover the purchase and responds back to the Requestor with the results.
 - a) If the form directs the Treasurer to make the purchase, the **Treasurer** will complete the transaction and email the Requestor with an expected delivery date.

OR

 - b) If the form directs the **Requestor** to make the purchase
 - i) **Treasurer** will deliver a check to the Requestor's mail slot at Sno-Isle Technical Skills Center
 - ii) **Requestor** will complete the transaction and email the Treasurer with an expected delivery date.

- 3) Once delivery arrives, the **Requestor** will check to ensure the order is complete.
 - a) **Requestor** will sign and date the shipping receipt and place it in the Sno-Isle Foundation box.

- 4) **Treasurer** will complete transaction bookkeeping processes and ensure the **Foundation Only** portion of the form is complete. **Treasurer** will file the form and attachments.

Approved:



 Lisa Fritch, Sno-Isle TECH Skills Center
 Foundation President



 Date Signed: