

## **REQUEST FOR HOA FUNDS BY COMMITTEES**

If a committee needs to purchase items:

Make a complete list of all items needed and include:

Any necessary specifications

A cost for each item

The date that items are needed

The reason for the items

A total amount for all items needed

Check the committee budget to be sure the money is available for all items.  
Be sure that a majority of the committee is in agreement on the purchase of these items.

Submit your request to the advisory committee and/or board for approval  
(this can be done by email).

Please copy the Property Manager on this as well as the Activities Director.

Once the board has given approval for the items there are 2 options:

You may go out and purchase the approved items being sure that the actual items are within the approved cost and then bring the receipts into the HOA office for reimbursement.

-OR-

You may request the items to be purchased by the HOA staff

By filling out a PO that can be obtained in the HOA office

If going online to price or purchase items:

Locate the item, pricing, shipping, etc.

Print out the sheet from the website and submit this with the PO

**PLEASE NOTE:**

Committee funds for a major event can be given pre-approval at the beginning of the year and/or season.

