

SUN RANCH OWNERS' ASSOCIATION
PURCHASE REQUEST FORM

Required for all supply and materials purchases prior to payment, per the Financial Oversight Policy and Procedure (§3) and Disbursement Controls Resolution.

1. Requester Information

<u>Requested By (Name)</u> _____	<u>Committee / Board Role</u> _____
<u>Date of Request</u> _____	<u>Date Needed By</u> _____

2. Purchase Details

<u>Description of Supplies / Items Requested</u> _____

<u>Vendor / Supplier</u> _____	<u>Estimated Total Cost (\$)</u> _____
-----------------------------------	---

<u>Purpose / Which Association Project or Budget Line This Supports</u> _____
--

3. Payment Method

Select one. All methods below are "orders for payment" under Article IX, §3 of the By-Laws and are subject to the same signature-authority rule as checks (Section 4, below).

- ☐ Association Debit Card (card holder must be an authorized officer)
- ☐ Electronic Transfer / Online Bill Pay (ACH)
- ☐ Reimbursement to Requester (original receipt required — see Section 5)
- ☐ Check (only if the above are unavailable for this vendor)

4. Approval — Signature Authority

Per the Financial Oversight Policy §3 and Disbursement Controls Resolution §2: \$1,000 or less needs ONE authorized officer; over \$1,000 needs TWO. The Treasurer may never be the sole approver; if the Treasurer requests or pays, a second officer must also approve. Email approval is fine; attach it.

<u>Approver 1 — Name & Office</u> _____	<u>Signature & Date</u> _____
<u>*Approver 2 — Name & Office</u> _____	<u>Signature & Date</u> _____

5. Supporting Documentation (attach before payment is made)

- ☐ Vendor quote, invoice, or receipt attached
- ☐ For labor/road work: itemized basis attached (quantity/load or hours × rate)
- ☐ N/A — documentation to follow within 5 business days of purchase

Completed forms and documentation are retained with the Association's permanent financial records and are reviewed as part of the Quarterly Bank Reconciliation Review.

6. Post-Purchase Confirmation (completed by Treasurer)

<u>Actual Amount Paid (\$)</u>	<u>Payment Date</u>	<u>Recorded in Ledger On</u>

***Second Signature required over \$1,000, or when the Treasurer is Approver 1**