

# Branch & Central Unit Friends Purchasing Process

- Each branch/unit manager will establish an annual donation plan with the individual Friends group.
- The manager will make periodic, timely requests for funds.
- The approved funds will be disbursed by FOSAPL and spent through the SAPL fiscal office.
- Friends group leadership will be notified and acknowledged upon completion of the donation process.
- Direct purchases by the Friends are exceptions outside of this process and should be discussed in advance with FOSAPL leadership.

## Step 1: Planning

- Individual Friends group makes annual plan for donations in coordination with branch or unit manager.

## Step 2: Execution

- When a donation is needed, manager sends request letter to Friends group leadership.
- Friends group leadership approves or does not approve request and returns signed letter to manager.
- Friends group leadership sends form to FOSAPL treasurer to request check to SAPL Fiscal and copies manager.

## Step 3: Thank You

- Manager coordinates internal SAPL steps for purchase through SAPL Fiscal.
- Manager notifies Friends group leadership of completion of item.