

**MINNESOTA WOMEN OF TODAY
STATE STORE REQUISITION FORM
(For use by approved staff officers)**

Date _____

Name _____ Position _____

Account(s) to Charge _____

Quantity	Item	Amount* _____
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[Please detail accounts/budget line item(s) to be charged and quantity]

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Sub Total _____

Tax _____

Signed by _____

Total Amount \$ _____

INSTRUCTIONS FOR COMPLETING FORM

* Form is to be completed by individual requesting items. Amount is to be completed by Ways & Means Program Manager who then immediately sends the form to the State Treasurer for posting to the appropriate budget line item.

State President is the only staff member allowed to charge at the state store for personal budget items.

Membership VP and Extensions Director may charge incentives that are included as a separate line item in the State budget. No charging to personal budgets.

Internal and External Vice Presidents may charge items used for awards that are listed in the state policies and are charged to a separate line item in the budget. They are to requisition all awards items used by the SPMs.

NO PERSONAL CHARGING IS ALLOWED.

NO CHARGING IS ALLOWED FOR ITEMS FROM EXEC COUNCIL POSITION BUDGET

SEE COMPLETE INSTRUCTIONS AND EXPLANATION ON REVERSE SIDE

<u>For Treasurer Use Only</u>	
Check# _____	Date _____
Account # _____	Cost _____
Account # _____	Cost _____
Account # _____	Cost _____
Total	\$ _____

**MINNESOTA WOMEN OF TODAY
INSTRUCTIONS FOR CHARGING AT STATE STORE**

State President is allowed to charge gifts and incentives at cost plus 10% (policy M.4.g) and to her officer budget at cost plus 10%.

Membership Vice-President is allowed to charge awards and incentives that get charged to the budget line item Membership Incentives, at cost plus 10% (policy M.4.g). (Account No. 544).

Extensions Director is allowed to charge awards and incentives that get charged to the budget line items Charter Fees & Extensions (Account No. 502) and to Extensions Incentive (Account 5441) at cost plus 10% (policy M.4.g).

AWARDS AND CERTIFICATES - POLICY M.4.h

Awards and certificates purchased at the State Store for awards which are specified in the policies can be purchased at cost.

Internal and External Vice-Presidents are to purchase all awards for the SPMs they supervise. See policy T.

- Fired-Up DPMs - certificates (Account No. 545)
- Living & Learning - (Account 5476)
 - Essay - certificates
 - Speaking - certificates
 - Impromptu - certificates
- First Timers - certificates (Account 575)
- Success System - certificates (Account 546)
- Project of the Trimester – certificates (Account 5451)

THE STATE STORE REQUISITION FORM IS THE ONLY FORM TO BE USED FOR CHARGING AT THE STATE STORE.

No charging to officer budgets is allowed except for State President.

State Program Managers, District Directors, and Staff not listed here are NOT allowed to charge.