

# 2024 OCF Crew Purchasing

## 1. Reimbursements

Coordinators can request reimbursements for purchases they have made. The costs may be coordinator expenses or supplies and services from their own budgets. If a crew person submits a reimbursement request, then the coordinator must give approval and submit on their behalf.

Please read the [Budget Handbook](#) if you are not familiar with OCF budget practices.

To submit:

Reimbursements should be submitted to the OCF office with a reimbursement request form and all relevant receipts. If requesting mileage reimbursement for Coordinator expenses, include a mileage log, which is the receipt, to support the mileage expenses. Actual gas receipts should not be submitted. Here is the link to the Mileage log and reimbursement forms:

[OCF Mileage Log & Reimbursement Form](#)

[OCF Expense Reimbursement Form](#)

Please specify total to be charged to each expense account.

Example:

Crew: Admissions - Coordinator Expense = \$100;

Crew: Admissions - Supplies and Services = \$250;

Crew: Admissions Total = \$350

Please give the reimbursement request form and receipts to the OCF office. You can drop them off on-site during Main Camp or at the town office after the event, or you can scan the form and all receipts and send to [norma@oregoncountryfair.org](mailto:norma@oregoncountryfair.org). Credit card receipts with just the total must be accompanied by the store receipt that lists the items purchased. Please only send receipts as pdfs, no jpgs or pics should be sent.

Please indicate if your reimbursement check can be mailed to you, or if you would like to pick it up. An email notification will be sent from the fair office when the check is ready for pick up. Please do not expect to get a reimbursement immediately upon presentation of your receipts. Checks are usually signed and mailed on Fridays.

Before you spend over budget, please make an appointment to talk with your staff liaison. They will help troubleshoot and get authorization for spending above your budget or to get access to contingency funds.

## **2. Charges**

For crews with large purchases that are to be made directly by OCF, the Coordinator, or project lead, should contact their staff liaison. Staff can make arrangements for items to be purchased with an OCF credit card, or to be billed to OCF.

For crews that purchase through open accounts through established OCF vendors, Norma will distribute a list of vendors that OCF has charge accounts with. You will need to verify with Norma who from your crew will be authorized to make charges on those accounts. Instruct the buyer to turn the charge invoices/receipts they receive over to Norma, or their crew bookkeeper, who will give them to Norma with a note of what the purchase was for. Please use the crew name as your purchase order number. Volunteers are not authorized to open charge accounts with vendors, or to add purchasers to those accounts. Only OCF employees may open charge accounts or add purchasers to them. Please instruct authorized purchasers to sign the receipt so the name can be clearly read.

## **3. Small purchases on-site**

During Main Camp, QM has runners who go to town to purchase items. You can request purchases that will be charged to your budget, by going to the QM box and asking for the needs list. This is good for incidental purchases that you need on-site. Before you decide to buy, be sure it is not something that we already have on-site that you can use and return, or a supply that is available for all crews. Folks at QM are a big help. You can check out tools from them, and they have twine, flaggers tape and miscellaneous supplies. Please check with QM first.

## **4. Rental equipment**

Event Manager, Mark Malaska, and Motor Pool are the contacts for recurring rentals of gators, golf carts and other equipment.

## **5. Contracts**

Please copy the office on all contracts your crew is involved in. This includes performers, paid independent contractors, storage units, or other goods or services.

Thank you for taking on the responsibility of coordinating a crew and handling its budget. OCF has relied on the talents of volunteers to make creative and wise choices in order to build community, create amazing events, and sponsor philanthropic programs. OCF started off doing a lot with a little, and moved on to do a lot with a lot, but maybe not quite as much as what we were itching to do with aplomb. And now, we are at a time to again focus on being scrappy and smart with our resources to keep this organization going and stabilized.