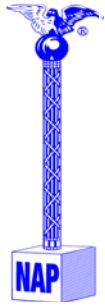


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Request for Reserve Funds Procedure

1. Prepare a narrative on the purpose and intended use of reserve funds, according to the reserve fund to be used:
 - a. Building Fund: Executive Director
 - b. Capital Equipment: Executive Director
 - c. Distance Learning: Educational Resources Committee Chairman
 - d. Marketing: Communications Committee Chairman
 - e. Parliamentary Resource Center: Executive Director
 - f. Youth: Youth Committee Chairman
2. Requests for \$5,000 or more must have three bids or quotes to accompany the requisition – contact treasurer for assistance
3. Complete “Request for NAP Reserve Funds” requisition
4. Submit narrative and requisition to NAP Executive Committee
5. Executive committee considers request
6. If request is approved, president and treasurer sign the request
7. Requester proceeds with the expenditure
8. Invoice for expenditure is sent to NAP Headquarters
9. Executive director uses approved request *and* invoice as authority to issue a check
10. Within 60 days of expenditure, requester submits follow-up report to the executive committee with a copy to NAP Headquarters
11. Executive director compiles reserve fund expenditure documents to be referenced during the annual audit:
 - Request narrative
 - Approved request
 - Follow-up report
 - Copy of the invoice / receipts
 - Check voucher



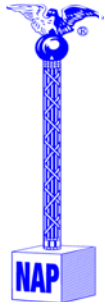
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Request for Reserve Funds

Attach a narrative to the requisition for funds form. The narrative should detail the following information:

- Purpose – the project for which the funds will be used
- Amount – estimated cost of the project
- Reserve fund – identify the specific reserve fund to be impacted
- Time – approximate length of time for the project to be completed
- Human resources – identify group[s] required for project completion
 - Travel?
 - Per Diem?
 - Other expense?
 - Human resource expense
 - included in reserve fund request
 - separate from reserve fund request
- Vendor[s] – identify outside vendors including contact details
- Benefit – identify specific benefits to NAP
- Limitations – identify potential “downsides” to the project



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Reserve Fund Report Final

Requester of reserve funds shall submit a report to:

NAP Executive Committee

Copy to NAP Headquarters

The report should include the following paragraph headings. Use the headings as an outline to prepare the report.

Date reserve funds were requested (requisition date)

Name of reserve fund

Purpose of the expenditure

Amount of the reserve fund expended

Name of vendor[s] including contact details

Outcomes or results achieved



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Request for NAP Reserve Funds

Name		Position / Title
Reserve Account Name	Purpose	Date

Reserve Account				TOTALS
	Amount	Expense Description	Account No.	
Building Fund			270600	\$ -
Capital Equipment			270800	\$ -
Distance Learning			703160	\$ -
Marketing			270805	\$ -
Parliamentary Resource			270815	\$ -
Youth			270810	\$ -
Unrestricted			703120	\$ -
TOTALS				\$ -

Documenting bid/quotes required for requests \$5,000 and over

Signature -- Requesting Party

Authorization

 NAP Treasurer Date

 NAP President Date

ISSUE CHECK TO:

NAME:

ADDRESS:

CITY, ST ZIP:

PHONE: