



# PURCHASE ORDER REQUEST

Budget Committee Please Circle One:

**Approved/Denied**

By GA Vote on date: \_\_\_\_\_

If denied, reason: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMMITTEE/ASSEMBLY	OFFICER NAME	DISBURSEMENT CONTACT EMAIL	OFFICER PHONE

Wet Ink Autograph of the requesting Officer (including thumbprint): \_\_\_\_\_

QTY	ITEM#	DESCRIPTION	PRICE PER UNIT	DISCOUNT	TOTAL

Sent to Treasury by Budget Committee on date: \_\_\_\_\_

Budget Officer \_\_\_\_\_

Treasury disbursed funds on date: \_\_\_\_\_

Treasury Officer \_\_\_\_\_

Proof of purchase on ALL items received on date: \_\_\_\_\_

Proof of delivery received on ALL items on date: \_\_\_\_\_

*If delayed, updates are required every 30 days in writing from an officer and placed in the public record with this purchase order.*

<b>SUBTOTAL</b>		
<b>SALES TAX</b>		
<b>TOTAL</b>		

## INSTRUCTIONS

Who may fill out the Purchase Order: A vetted officer of one of The Tennessee Assembly General Assembly Committees or one of the vetted officers of The Tennessee General Assembly Pillar Assemblies (The Militia Assembly, the Jural Assembly or the International Business Assembly)

Officer: Fill out the form completely. When filled out completely, send it to the Budget Committee.

### Disbursement of Funds

1. The Budget committee approves the request for funds IF there are funds available. If there are no funds, the form is not completely filled out, or not autographed by a qualifying officer, your request is denied automatically.
2. The Budget Committee brings the whole purchase order to the GA for vote
3. If denied, the reason will be summarized, and the purchase order returned to the contact email.
4. If approved in the GA, the Budget Committee sends the same purchase order to the Treasury Committee signed by an officer of the Budget Committee
5. When the Treasury Committee receives the purchase order that includes the date the GA approved, the amount, and the payee, the committee will disburse funds through check or electronic transfer. If any needed data is missing or invalid the purchase order may be returned to the committee or assembly and cause delay in disbursement.
6. Protocol for the Treasurer is that they have three days to initiate transfer of funds. The Treasury is not responsible for any delay resulting from bank policies, electronic app policies, or internet outages.
7. Proof of purchase and delivery must be returned to The Budget Committee AND the Treasury Committee to complete the sale within 30 days of receipt of funds.
8. If the Treasury Committee doesn't get the proof of purchase and delivery within 30 days, a report, in writing from that pillar/committee to extend a reasonable amount of time is needed or it will be reported to the ombudsman to follow up.