

# SOUTH KITSAP FIRE & RESCUE VOLUNTEER ASSOCIATION

P.O. Box 2431      Port Orchard, WA 98366  
www.skfrva.org



## SKFR Volunteer Incentive Expenditures Request

### **Policy:**

It is the policy of the SKFR Volunteer Association to both formally and annually submit for approval, all expenditures of the budgeted department incentive money. All proposed expenses, including regular rolled over expenses, require membership approval through majority vote at an official membership meeting and documentation tracking the purchase and/or distribution.

### **Request:**

Purchases request for items or services should promote improvement to customer service for the community or improve department personnel's ability to function while serving the community.

### **Procedure:**

Any volunteer member may submit a request form (page 2) for purchase of an item or service financed by budgeted department incentive money. Request is required to be recorded on the Incentive Expenditure Request Form prior to being presented for vote through the membership. Upon membership approval, request is to be routed through the Lead Volunteer Battalion Chief.

Once approved, request will be carried out through the direction of the Lead Volunteer Battalion Chief, who is responsible for seeing the request through to completion. All progress of the request shall be reported back to the membership. After routing is complete, each request form (page 2) shall be retained by SKFR Volunteer Association for historical record keeping and auditing.

### **Completing the form:**

Members with ideas for spending the volunteer incentive money are to record their name, employ number, & date on the first row (blocks 1 & 2). The second row (blocks 3 & 4) is to contain what the money could be spent on and an estimate of the cost. If the member has a particular vender in mind for the purchase, the name and contact information of the vender should be recorded in row three (blocks 5 & 6). A description of how the purchase will benefit the members and/or department is to be provided in block 7. Block 8 is available for any additional comments.

Additional sheets may be attached if necessary.

SKFR Volunteer Association president will indicate membership approval of the request and sign & date the form for routing. If not approved by the membership, block 9 is to be completed and the form is to be retained for historical record keeping. If approved, the Lead Volunteer Battalion Chief will assess the expenditure against department function and policy. The Lead Volunteer Battalion Chief will follow appropriate department policy to fulfill or reject the purchase. The Lead Volunteer Battalion Chief will provide any concluding remarks about the purchase; identifying if the request was carried out or not.

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SKFR Volunteer Incentive Expenditures Request Form

1) Name (employee #):	2) Date:
3) Purchase request:	4) Cost:
5) Suggested vender:	6) Vender contact information:

7) Benefit of expense to Volunteer Association or Department:

8) Other remarks pertaining to the purchase request:

Request evaluation from the membership:     Approved     Disapproved

SKFR Volunteer Association President: \_\_\_\_\_ Date: \_\_\_\_\_

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Request completion:                             Completed     Disapproved

SKFR Volunteer Battalion Chief: \_\_\_\_\_ Date: \_\_\_\_\_

9) Closing comments about purchase request/reason for disapproval: