

INSTRUCTIONS RELATING TO CAJUN & BLUES MUSIC FESTIVAL CHECK REQUESTS AND REIMBURSEMENTS

In order to ensure that the Cajun & Blues Music Festival remains a financially viable and successful fundraising event, the following policies apply when ordering supplies, equipment, etc for the Festival:

1. Every expense will be allocated to a Festival Area by **line number**. Those are as follows: 1000-1100 Festival Administration, 1500-1800 Tickets, 2000-2200 Corporate Sponsors, 2500-2700 Facilities & Parking, 3000-4100 Entertainment, 4500-4800 Vendor Booths, 5000-5200 Kid's Area, 5500-5700 Rotary Booth, 6000-6100 Street Banners, 6300-6400 Security, 6500-6700 Beer & Wine, 7000-7700 Promotion & Marketing, 8000-8100 People Power, 8500-8600 Soft Drinks & Water, 9000-9100 Clydesdales.
2. Each Festival Area has been budgeted a specified amount of money for the Festival and Department Managers & Committee Chairs are responsible for ensuring that this budget is maintained. This includes incidentals.
3. Rotarians who are not Committee Chairs must receive authorization from the Committee Chair **PRIOR TO** placing an order or purchasing supplies for the Festival. If an expense falls into the category of "Administrative", then prior authorization from the Cajun Chairperson is required.
4. Purchases made by the Committee Chair are authorized without prior authorization by the Cajun Chairperson as long as funds are available by **line item** within the budget. No reimbursements will be made for purchases above the budget amount or for items not included by **line item** within the budget without prior authorization by the Cajun Controller.
5. Non-Rotarians may not purchase supplies or items without prior authorization by the Cajun Chairperson.
6. When completing a Check Request form, invoices, receipts, etc must be attached, a detailed explanation must be stated, the Check Request must be broken down by individual **line item** and all Club Officer approvals must be obtained. Incomplete forms will be returned for completion.
7. Check requests and reimbursements submitted without following these policies may result in funds not being reimbursed.

**DEADLINE TO SUBMIT ALL REQUESTS FOR
REIMBURSEMENTS: JUNE 30, 2012**