



SAF FUND REQUESTS

1. Please fill out the attached form and attach all supporting documents. (Supporting Documents; receipts, invoices, quotes, etc.)
2. Once completed, please email to the SAF Executive Director (SAF ED) at ExecutiveDirector@safslo.org. Once your form has been received, documentation and funds verified, SAF will send your request to the Sheriff for his approval.
3. When the Sheriff has approved your request, the SAF ED will contact you to advise you of your item agenda date if needed.
4. If approved at the Board level, the SAF ED will contact you regarding check pick up or credit card purchase.

PLEASE NOTE

1. Do not make purchases on your own credit card etc. SAF has a credit card, and we prefer to make the purchase on our card. We are not charged finance fees for the purchases. Reimbursement to a Sheriff Employee/Deputy does not look appropriate to the IRS.
2. Before you make any purchases, please contact the SAF ED as soon as possible to discuss options.
3. If you are preparing for an event, you will need to make your request for budget at least 2 months prior to your event date.
4. Please plan ahead. All SAF officers are volunteers. Requests are processed once a week and could take up to 3 weeks for processing.
5. Make sure that your form is signed by your Commander, and all invoices and quotes are present. Incomplete requests cause delay.

If you have any questions at all regarding forms, funds etc, please feel free to contact Renee Osborne, SAF Executive Director at 805-550-8464.

SHERIFF'S ADVISORY FOUNDATION
REQUEST FOR FUNDS

1. Requestor: Name: _____ Date: _____
Dept/Unit/Auxiliary/PD: _____ Phone# _____
Email Address: _____

2. Please check all that apply:

Event Budget	Sheriff's Office Equipment	Sheriff's Event Budget	SAF Event Budget	SAF Purchase	Police Depart. Purchase
Other	Request for Check w/ approved Budget (Please skip to #7)	Request for use of SAF Credit Card	Request for funds under \$1000	SAF Admin. Office Expense	Request for Reimbursement

3. Please give a description of purchase(s) or Event and \$ amount. Attach additional information (invoices, Bids, etc). If Event, please attach a full itemized budget:

4. What Fund will be used to make purchase(s)? Please see attached list.

Fund Supervisor Approval: _____
Print Name

Signature Date: _____

5. Sheriff's Authorization: _____ Date: _____

6. Executive Director Approval: _____ Date: _____

Board Approval Date: _____ Acct Codes _____

7. Please fill out the information below for check.

Board date approval. _____ Amount: _____

Name: _____

Address: _____

City, State, Zip _____

SAF
Fund Accounts

1101	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1101 · AGPD Canine Program
1102	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1102 · Activity League
1105	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1105 · Aero Squadron
1105.1	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1105.1 · Aero Squadron - PG&E
1107	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1107 · Atascadero K-9 Unit
1109	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1109 · Behavioral Health Unit
1110	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1110 · Bicycle Program
1115	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1115 · SLO Regional CERT
1115.1	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1115.1 · Cambria CERT
1115.2	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1115.2 · Estero Bay CERT
1115.3	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1115.3 · North County CERT
1115.4	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1115.4 · South County CERT
1115.5	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1115.5 · Nacimiento CERT
1115.99	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1115.99 · CERT - PG&E
1119	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1119 · Citizen's Academy
1120	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1120 · Crime Lab
1125	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1125 · Crime Prevention Unit
1135	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1135 · Dive Team
1140	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1140 · Emergency Dispatcher
1145	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1145 · Explorer Cadet Post
1145.1	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1145.1 · Explorer Competition
1155	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1155 · Great Program/Summer Youth Camp
1156	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1156 · Grover Beach Police Department
1157	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1157 · Honor Farm
1158	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1158 · Honor Guard
1165	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1165 · Canine Unit
1166	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1166 · Law Enforcement Scholarship
1170	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1170 · Mounted Posse
1172	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1172 · PG&E Public Safety Task Force
1175	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1175 · Project Lifesaver
1178	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1178 · SLO Police Dept.-Youth Programs
1180	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1180 · Search & Rescue
1180.1	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1180.1 · Search and Rescue- PG&E
1181	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1181 · Search & Rescue - Meadows
1182	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1182 · Range Supplies
1183	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1183 · SLSO K-9 Unit
1184	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1184 · Special Enforcement Detail
1184.1	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1184.1 · Teen Driver Challenge
1185	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1185 · Volunteer Patrol (SAVP)
1186	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1186 · Women's Honor Farm
1190	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1190 · 11550 Training
1192	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1192 · Sheriff Office Annual Emp.Event
1193	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1193 · Sheriff Office - PG&E Grant
1194.1	1001 · Appropriated Cash Funds:1100 · Appropriated Cash-Other:1194.1 · Sheriff's Office Rodeo
1201	1001 · Appropriated Cash Funds:1200 · Appropriated Cash-General Fund:1201 · CIT Seminar Classes - Budget
1206	1001 · Appropriated Cash Funds:1200 · Appropriated Cash-General Fund:1206 · Family Day - Budget

If you do not see your account listed, please contact the SAF ED at 805-550-8464