

SHERIFF'S ADVISORY FOUNDATION REQUEST FOR FUNDING PROCEDURE



1. The Sheriff's Advisory Foundation (SAF) funding review process begins with a completed Request for Funding Form or Request for Check Form submitted to Sheriff's Administration Attn: Victoria O'Keeffe by the Coordinator of the Auxiliary Unit or Volunteer Program.
 - ✓ Please make sure there is an invoice or receipt. If there is no receipt attached, it will be returned to you.
 - ✓ Please make sure your receipt has tax and shipping included.
 - ✓ Please note who the check is to be mailed to (recipient or requestor?) and who the check is made out to/payee (company, vendor or requestor?)
 - ✓ Please make sure that it is signed by the Supervisor of the Auxiliary Unit. If it is not signed, it will be returned to you.
2. If approved by the Sheriff, Victoria will submit to SAF Secretary, Renee Samaniego Osborne (805-550-8464 or SAFSLO@yahoo.com), who will review the application for completeness and then forward to SAF Executive Director, Dan Cashier.
3. The Executive Director will process the request, submit to the SAF Board of Directors for final approval at a SAF Board Meeting, and submit to SAF Treasurer, John Mihal who will distribute the funds.
4. The Treasurer will inform the SAF Secretary who will advise the requestor that the funds have been sent.
5. It is your responsibility to track the check and call your vendor to make sure they have credited the right party and/or make sure they have received the check. If you have a problem, please contact the SAF Secretary immediately.

Which Form to fill out?

There are 3 forms:

1. Request for Funds Form:

- A. Fill out this form if the request is over \$1,000 and/or if it is a direct request for funds from the “General Fund”, or if you are requesting funds for an event and all invoices will follow.
- B. Fill out this form if you are requesting funding for a “Special Project” that will require multiple checks to be issued. Please contact Renee Samaniego Osborne so she can go over this procedure with you.
- C. When filling out this form, do not hit the “return” key or you will shift the whole document.

2. Request for Check Form:

- A. Fill out this form if the request is under \$1,000 and it is coming out of your Auxiliary Unit’s Account and there is enough money in the account to cover your request. This can be done at any time and does not have to wait for Board Approval.
- B. Fill out this form for any reimbursements.
- C. This form must be signed by the Auxiliary Unit’s Account Supervisor or it will be returned.

3. Request for Check – Pre Approved Budget Form:

- A. Fill out this form when the budget for your event was approved at a SAF meeting.
- B. It is important that you coordinate “how to” with the secretary in order to avoid extra steps, or not enough information.

≈ PLEASE NOTE ≈

All funds are approved at SAF Board Meetings. You must have all requests signed by the Sheriff before the last day of the month so it can be included on the next month’s SAF Agenda. If it is not in on time, you have to wait until the next month’s meeting.

These procedures have been written in compliance with the IRS to qualify donor’s contributions as tax deductible. These contributions qualify as a taxable deduction because the Foundation is a 501(c). In addition, the custodian of funds has a fiduciary responsibility to completely document all receipts and expenditures and obtain the authorization for the disbursement of funds. These procedures have been simplified as much as possible. We appreciate your cooperation.