



MINNESOTA STREETCAR MUSEUM



REQUEST FOR REIMBURSEMENT

CAN I PURCHASE THIS ITEM?

- 1) Was the item you wish to purchase approved as part of this year's budget, either as an individual item or as part of a set amount?
 - a) If **yes**, proceed to step 2.
 - b) If **no or unknown**, contact your department Superintendent for clarification.
- 2) Is the cost of every individual item less than \$2,500.00?
 - a) If **yes**, proceed to step 3.
 - b) If **no**, you must receive pre-approval from the MSM Treasurer before completing the purchase.
- 3) Is the cost of every individual item less than \$250.00?
 - a) If **yes**, you may proceed with the purchase, subject to the guidelines listed below.
 - b) If **no**, you must receive pre-approval from your department Superintendent before completing the purchase.

GENERAL GUIDELINES FOR PURCHASERS

- Volunteers are cautioned not to purchase, or make commitments to purchase, any item unless the item has been approved using the above flowchart. **Any item that has been purchased without approval will not be reimbursed by MSM.**
- MSM is a tax-exempt organization and every attempt should be made to make vendors aware of our tax-exempt status. Our tax exempt number is ES41493. Vendors may request a Certificate of Exemption (Form ST3), which is available for download on our website. A list of vendors (and corresponding identification numbers) at which we are pre-authorized to make tax-exempt purchases is listed below. **Every effort should be made to use our tax-exempt status to legally avoid paying sales tax on purchases on behalf of MSM.**
- **All Requests for Reimbursement must be submitted to the MSM Treasurer within 60 days of incurring the expense.** This is an IRS-mandated timeline and MSM cannot extend it.
- Individuals submitting Request for Reimbursement forms must complete their due diligence to ensure that the purchase being reimbursed for has been received by the museum.
- The Request for Reimbursement form will be completed by the person requesting the reimbursement and this person is to verify the correctness of any attached supporting documents. Original, itemized copies of all relevant receipts shall be submitted along with the completed Request for Reimbursement form.

- The person requesting reimbursement shall list all items that they he/she has purchased and is requesting reimbursement for, along with a description of what project or department the purchase will be used for.
- Once complete, the person requesting reimbursement shall remit the form (only the last page of this document is necessary) to their department Superintendent (listed below) for approval.
- MSM checks will only be payable to the MSM member who made the purchase. Checks will not be issued to third parties.
- The individuals who can approve Request for Reimbursement forms are the General Superintendent, Assistant General Superintendent(s), Chief Mechanical Officer, Chief Engineer, Superintendent of Operations, Assistant Superintendent(s) of Operations, Board Chair, and Treasurer. Individuals approving Request for Payment forms must only do so for purchases within their respective departments.
- Volunteers may not pay for services, permits, or other non-tangible items out of pocket. Payment for services, permits, and other non-tangible items will only be issued directly from MSM to the vendor.

GUIDELINES FOR APPROVERS

It is your responsibility to ensure that any volunteer who makes a purchase on behalf of your department only do so if funds have been appropriated in the current year's budget. Funds may be appropriated by means of approving the purchase of a single item (e.g. approving the purchase of a new drill press) or by means of approving a set amount (e.g. approving \$5,000 to be spent on shop supplies in a given year). **Any item that has not been approved as part of the current year's budget should not be purchased until approved as follows:** If the item costs \$1,000 or less, it requires pre-approval by the MSM Treasurer. If the item costs between \$1,000 and \$5,000, it requires pre-approval by the MSM Finance Committee. If the item costs over \$5,000, it requires pre-approval by the MSM Board of Directors, and a minimum of three competitive bids must be received in order to complete the purchase.

VENDORS WITH MSM TAX EXEMPTION ON FILE

Amazon: contact Treasurer to order

FedEx: 06004000535

Grubers: on file

Home Depot: 605130856

JoAnn Fabrics: look up exemption using phone number 612-619-6989

Lowe's: 183300334

Menards: MN0052900

OfficeMax/OfficeDepot: 04270285

Settergren Ace Hardware: charge to MSM account

Staples: 5001191237



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REQUEST FOR REIMBURSEMENT

Please read the instructions on the preceding pages before completing this form.

PAYABLE TO:

Full Name _____

Address _____

City, State ZIP _____

Completed and approved forms may be dropped off in the finance mailbox in the CHSL car barn or mailed to:

Bookkeeper

PO Box 16509

Minneapolis, MN 55416

Project, event, or department	CHSL, ESL or General	Items	Amount
<i>Examples</i>			
<i>Christmas Trolley</i>	<i>ESL</i>	<i>Wreaths and candy canes from Target</i>	<i>\$ 100.00</i>
<i>No. 1239 truck rebuild</i>	<i>CHSL</i>	<i>Nuts and bolts from Home Depot</i>	<i>\$ 25.00</i>
<i>Member services</i>	<i>General</i>	<i>Envelopes and stamps from Staples</i>	<i>\$ 30.00</i>
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL: \$ _____

Payment requested by: _____ Date: _____

Payment approved by: _____ Date: _____