

RASC Edmonton Centre

Expenditure Form

General Process

1. Expenditure proposals may be made by any member. That person should be prepared to speak to the proposal at Council, if so requested.
2. Proposals should be submitted to the President who will then pass it along to the Finance or Expenditure Committee for review to ensure the Proposal is complete. The committee will request additional information if required.
3. The Treasurer will be informed of all proposals and will be ready at the time of discussion to address the issue of availability of funds.
4. Council will determine whether the expenditure is more appropriate from casino or from regular funds.
5. The normal timeline for consideration has been to accumulate proposals between November and February for consideration at the March Council meeting, and from April to October for consideration at the November Council meeting. Recommendations from Council are posted in Stardust in preparation for a vote of the General Membership the following month. Proposals may also be considered at other times of the year. Specific due dates for proposals are announced in Stardust and at General Meetings.

Expenditure Proposal Form

(Updated September 9, 2005)

Title of Proposal: _____

Submitted by _____ **Date** _____

Fill in the following information on a separate sheet or download this form from the web (see below) and insert the information.

1. Product/Service/Activity Proposed

2. Approximate "Shelf" Cost + GST

3. Anticipated Additional Costs, if any:

- shipping & handling, duty
- set up
- additional equipment that may be required
- future maintenance and/or operating costs

4. Suggested Vendors/Suppliers

- if you recommend one supplier over another, please explain

5. Brief Description of the Application of the Product or Service

- Where will the product be used or the activity take place?
- Who will use it?
- Will additional training be required?
- Can anyone learn to use this, or will this be limited to specific individuals?
- Who will benefit most from this purchase?

6. Describe how this Product/Service/Activity will advance the Interests of Edmonton Centre, for example (include as many as are appropriate and explain):

- public education
- enhanced observing for members
- public awareness
- light pollution abatement

7. Briefly explain the impacts of not making this expenditure, if any

8. Suggest any alternatives that could be considered

9. Who will take the lead on making the purchase and doing or coordinating any set-up that is required?

Form location: http://www.edmontonrasc.com/download/Expenditure_Form.rtf

Submission Deadlines: February and October general meetings

Submission Instructions: Submit to the President of the RASC Edmonton Centre
<http://www.edmontonrasc.com/contact.html>