

Process to Disburse Team Funds

One of the key roles of Friends of Portland NET (FPN) is to maintain the funds raised by local Teams for team operations, equipment, and other needs. In order to manage these funds responsibly, transparently, and consistent with FPN's tax-exempt status as described in the fiscal sponsor agreement, the following process is outlined to manage the distribution of team funds.

All expenses must align with one of these mission areas:

- Increase a team's capacity to respond to a range of emergencies;
- Improve equity in emergency planning and response; or
- Increase participation and diversity of NET volunteers.

Expenses are approved at the sole discretion of FPN. Team representatives are encouraged to confer with the FPN treasurer before spending any funds or committing monies.

Disbursement requests will be submitted by an authorized official named in the team's fiscal sponsorship agreement with FPN.

Disbursement requests will name the source of funds from which the requested funds should be drawn (eg – general funds, grant funds). If the funds are from a specific grant or anything else other than general funds, please be prepared to provide that information.

All disbursement requests must be accompanied by receipts or some documentation supporting the amount of the requested funds and the party to whom the fund will be disbursed.

A disbursement request must be submitted no sooner than one week before the requested funds are needed. A disbursement request can be submitted online via the following web form:

<https://docs.google.com/forms/d/e/1FAIpQLSe7gfWzfdDDDqIKOqT4TYpR3NaV2dnoKPblzeREKX1sFsFhmw/viewform?usp=sharing>

If you are not able to submit a disbursement request online, you can use the form linked below to either mail the request or hand it directly to the FPN treasurer for processing. Please be aware that this may lengthen the time for when the funds may be available, especially if the requests are mailed. Please do not forget to include receipts or other documentation at the time of mailing or submitting the request as not having that information will also cause a delay in processing the request.

FPN Team Funds Disbursement Request Form:

https://drive.google.com/file/d/1nA2i19RYB3Ks9q5abax7i_axzWbd-DKc/view?usp=share_link