

January 10, 2012

HOW TO REQUEST FUNDS FROM OCCUPYOAKLAND-LONGVIEW PORT ACTION FINANCE (LPA Finance) FOR MUTUAL AID COMMITTED TO OccupyLongview, WA, OccupyPortland, OR, OccupySeattle, WA, and OccupyOakland, CA.

The LPA Finance team has a single email address for all your finance communications: port-finance-committee@googlegroups.com Advance notice of expenditure and questions can be addressed here, or by calling the LPA Finance Team point person, Karen Hancock, at 510-653-2770.

In order to make the funding and reimbursement process less complicated, the LPA Finance Team recommends that each Occupy have a finance point person to coordinate expenditures with the LPA Finance point person.

For those of you who will be purchasing approved items for the Longview Port action, a process is in place that will enable those items to be reimbursed. Please note the process and observe it.

You must submit an overall budget for the Longview Port action, before submitting requests for any expenditures. Your budget should include all the anticipated expenses for this action. Requests for funds will be approved as long as they are included in your approved budget and do not go over your budgeted funds. LPA Finance will work with you to get approval by providing a point person to specifically respond to your requests, so you can go forward with your purchases as quickly as possible.

Expenses can be covered either by reimbursement upon submitting receipts, or in response to an invoice from a vendor or business. Checks will be mailed, for approved expenses, by our fiscal sponsor, the Long Haul, a 501(c)(3) non-profit, to the receipt holder or business. Funds can be paid through your fiscal sponsor; if this is applicable please work out details with LPA Finance.

NOTE: Remember, BAIL will NOT be handled by the LPA Finance team and will not be paid with either funds donated to the Longview Port Action or OO general funds. It is outside the mission of our fiscal sponsor to cover BAIL expenses.

In summary the process for paying out is:

FOR ITEMS LISTED IN YOUR BUDGET APPROVED BY LPA FINANCE

1. BEFORE you make an expenditure, notify Karen, of LPA Finance, of the following:
 - Your name
 - Your item
 - The estimated cost
2. Paying on invoice
 - a. Make a copy of the invoice
 - b. Submit the original invoice to Karen with:
 - i. Your name, phone
 - ii. What the invoice is for relevant to our action, eg. "lumber for pickets" rather than just "lumber".

iii. Specify who the check is to be made payable to and the address for mailing or instruction for distribution.

c. A check will be made out by Long Haul, our fiscal sponsor, to the vendor or business.

3. Getting paid AFTER you make the expenditure on receipts:

-Make a copy of your receipt(s)

- Attach the receipts to a piece of paper, or write directly on the receipt: who the check is to be made payable to and the address where the check is to be mailed. Always write legibly. This is the info we will use to pay you!

- Scan and email your receipt(s) to the LPA Finance team at port-finance-committee@googlegroups.com.

As far as is humanly possible, ALL RECEIPTS AND REQUESTS FOR FUNDS MUST BE TURNED IN BY **FEBRUARY 15, 2012**. The LPA Finance team has an obligation to present a full accounting of receipts and expenditures to the OO Labor Solidarity Committee, the OO Finance committee, the OO GA, as well as to OccupyLongview, OccupySeattle, and OccupyPortland, by **March 1, 2012**, or **no more than 30 days after the action**. Therefore, we, as well as you, hope to wrap this all up quickly and with your help, we can.