



UCWDC® FINANCIAL PRACTICE No. 7 Cash Flow Management System

Version 1.0

Date	Created by	Checked by	Approved by	Effective date
Sept. 18, 2005	Sherry Tovell		General Council	Sept. 2005

REVISIONS					
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CONTENTS

1. INTRODUCTION.....3
 1.1 Purpose..... 3

2. PRACTICE3



1. INTRODUCTION

The United Country Western Dance Council® is an international organization which promotes country western dance by producing festivals and competitions across the world. We host the annual Country Dance World Championships® for couples and line dancers and we advocate country dancing as a social activity for people of all ages and abilities.

1.1 Purpose

The UCWDC is registered in the state of Pennsylvania as a 501(c)(3) organization.

This Finance Practice provides tracking information for purchases, including those that are authorized per another finance practice as well as those that are authorized by an approved budget. This will provide the Treasurer and Financial Oversight Committee with information on expenditures that have been committed to so there are no unanticipated invoices requiring payment.

2. PRACTICE

1. Beginning January 1, 2006, all individual expenditures for items or services, or orders for items or services, from third party vendors in excess of \$500, whether budgeted or not, require that the purchaser request a purchase order number from the Treasurer at the time the order is placed.
2. At the time of the request, the requester must inform the Treasurer of the item or service being purchased, the name of the vendor, and the total price of the resulting purchase (including shipping, handling and all associated charges). The requester shall be responsible for obtaining the purchase order number from the Treasurer within fifteen days of the submitted request.

END OF FINANCIAL PRACTICE