

SUPPLY OFFICER:

- The Supply Officer provides a central point for purchasing supplies and services for the Dos Rios Yacht Club's, Officers, and Members.
- The Supply Officer provides the following list of items:
 - Dos Rios shirts
 - Dos Rios hats
 - Dos Rios visors
 - Club burgees
 - Officer flags
 - Officer stars
 - Change of watch award plaques
 - Cruise flags and stars
 - This list will be updated over the years as other items are deemed appropriate.
 - (Name Tags will still be purchased by the Membership Committee.)
- The Supply Officer keeps a list of vendors for merchandise and services that are purchased regularly by the Dos Rios Yacht Club.
- The Supply officer will maintain a small inventory of Dos Rios Yacht Club products that are available for purchase from Club Members. Special order items will be ordered as needed.
- Advertises, through the Ripples, items that are available for purchase from the Supply Officer.
- Membership Purchase Procedure: (Items available through the Supply Officer)
 - The member contacts the Supply officer and places an order for merchandise
 - The supply Officer places the order through their list of vendors.
 - The Supply Officer notifies the Treasurer that an order has been placed and to expect a bill from the vendor and which member(s) to bill for the merchandise.
 - The Supply Officer receives the merchandise and sends it to the Club Member who ordered the product.
 - Notify the Treasurer that the order was received.
 - The Treasurer will notify the member of the amount due.
 - The member will send his/her check to the treasurer.
- Club Business Purchase Procedure: (Items available through the Supply Officer)
 - Officer or Club Member gets approval for purchase from the Board.
 - Officer or Club Member contacts the Supply Officer to place the merchandise order.
 - Supply Officer places the order through their list of vendors.
 - Supply Officer notifies the Treasurer of the purchase and to expect a bill.
 - Supply Officer receives the merchandise and sends it to the person who placed the order.
 - Notify the Treasurer that the order was received.

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- Club and Membership Purchase Procedure: (Items not available through the Supply Officer)
 - Officer or Club Member gets approval for the purchase from the Board.
 - Make the purchase.
 - Send the receipt to the Treasurer for reimbursement.