

FUNDS REQUEST



Requesting purchase of: _____

Stock #: _____

Vendor: _____

Date: _____

Amount: _____

Detailed description:

Delivery Location: _____

Department (where being used): _____

Requested By: _____

Email: _____

Needs Approved By: ☐ Chuck ☐ Clay ☐ Kyle ☐ Steve ☐ Tammy

☐ **Meal w/ Customers**

☐ **Meal w/ Employees**

Please type their names to the right.

☐ **Shop Supplies**

Supplies consumed to manufacture products or in the facility.

☐ **Office Supplies**

Supplies used outside of production, including first aid kits and cleaning supplies.

☐ **R&D**

Items for research and development including raw materials, tools, equipment.

☐ **Building and Repair Expenses**

Anything involving repairs on the building.

☐ **Safety Supplies**

Used directly in the production process and required to meet safety standards.

☐ **Detail Bay**

All items used or consumed for detail service and within the detail bay.

☐ **Machinery & Equipment**

Used directly in the production of tangible property.

☐ **Machinery & Equipment Consumables**

Items needed for equipment to manufacture goods.

☐ **Equipment Repair or Replacement Parts**

Items purchased to fix machinery and equipment used in production.

☐ **COGS (Cost of goods sold)**

Raw material that becomes part of a final product, including packaging material.

☐ **Production Tools**

Any hand tools used to make a product.

INSTRUCTIONS ON NEXT PAGE!

ITEMS BELOW TO BE FILLED OUT BY APPROVER

Signature: _____

Payment Method: ☐ Cash ☐ Check ☐ Credit Card ☐ On Account **PO#** _____

INSTRUCTIONS

1. Once you (The requester) receive the funds request back approved you need to send to Purchasing. The approver will not be responsible to follow up that this was purchased.
2. Detailed Description- Please make sure to put as much information in this form as needed, the more detailed information the faster and better we can process.
3. This form is set up to auto send back to you once approved, YOU MUST PUT YOUR EMAIL in the Email location for this to happen.
4. This form is set up to auto send to the person you want to approve once you choose from the "Needs approved by". Once you have completed this form click the EMAIL FUNDS REQUEST button. This will automatically open an outlook box with the form attached. Click send in outlook.
5. **Vendor-Outside contractor** - If you are requesting a service call from a Outside Contractor to come out to our location (example: Magic Valley Electric, coming to add outlet for Robot) please [click here to automatically take you to page 6](#) for the approved Outside Contractor list or scroll down to page 6. If your Outside Contractor is not on this list for onsite service please reach out to Erika Palomares to start process for Contractor.
6. **Vendor** - If you are requesting product or items from the following vendors and need more instructions please click on the Vendor name below for it to automatically take you to the page below for instructions:
 - a. Fastenal
 - b. McMaster Carr
 - c. Uline
 - d. Amazon

7. **Mobile Device for Approver** - If you are an approver and want to approve from a mobile device (IPHONE) please follow these instructions

Step 1:
Open the attachment.
This is what it will look like.

Step 2:
Click on the pen icon in the top right. The pens below will open. Choose the appropriate payment method.

Step 3:
Click on the plus icon on the right bottom corner and click signature.

Step 4:
If you have a saved signature this is what it will look like. Choose your signature. If none saved then add and save.



INSTRUCTIONS CONTINUED...

Step 5:
Click Done on the left top corner. And choose reply all.

Step 6:
It will automatically open an email screen like this to reply. Click send.

8. Approver Guideline limits - Steve can approve up to \$5,000. All other approvers can approve up to \$500. If the requested amount is higher than that, Chuck needs approve.

9. Kanban New/Adjustment - Have to be approved by these approvers (Chuck, Clay, Kyle, Steve, or Tammy).

NON-TRADITIONAL PURCHASING

McMaster Purchases

1. If have a login Add Part# and Qty to order cart (add to existing cart if an order has been started)
2. Put your initials and project name in reference box

SEE EXAMPLE BELOW

McMASTER-CARR.

Find

Order

Purchase Order (optional)

1	<input type="text" value="Part number"/>	<input type="text" value="Quantity"/>	
	Your reference: <input type="text"/>		
2	<input type="text" value="Part number"/>	<input type="text" value="Quantity"/>	
	Your reference: <input type="text"/>		
3	<input type="text" value="Part number"/>	<input type="text" value="Quantity"/>	
	Your reference: <input type="text"/>		

Paste products and quantities

3. If you do not have the McMaster login select the items you need and qty to as if you were going to order and email your order for approval

SEE EXAMPLE BELOW


McMASTER-CARR.


CONTACT US ORDER ¹ ACTIVITY LOG IN

Order

Purchase Order (optional)

Ships today

1		Black-Oxide Alloy Steel Socket Head Screw 0-80 Thread Size, 3/16" Long 91251A054	<input type="text" value="1"/> Pack of 50 each	\$3.40 Pack
Your reference: <input type="text" value="EP0906 Dolly Fixture"/>				

2  Black-Oxide Alloy Steel Socket Head Screw
0-80 Thread Size, 3/8" Long
91064A003

<input type="text" value="1"/> Pack of 25 each	6.86 Pack
---	--------------

Your reference:

Send Order

To:

From:

Type message here...

Ships today

1	Black-Oxide Alloy Steel Socket Head Screw 0-80 Thread Size, 3/16" Long 91251A054	<input type="text" value="1"/> Pack of 50 each	\$3.40 Pack	\$3.40
Your reference: EP0906 Dolly Fixture				
2	Black-Oxide Alloy Steel Socket Head Screw 0-80 Thread Size, 3/8" Long 91064A003	<input type="text" value="1"/> Pack of 25 each	6.86 Pack	6.86
Your reference: EP0906 Dolly Fixture				

☒ Email me a copy

4. Send Funds Request Form and McMaster Cart to Purchasing

ULINE – 2 OPTIONS

1. Add items wanted to cart and forward cart to Purchasing for ordering.

SEE EXAMPLE BELOW

Shopping Cart

Save | Delete | Forward

Add Product by Model #

Model #	Description
S-20863-M	Uline Secure Grip™ Nitrile Gloves - Powder-Free, Med 50/carton

Shipping | Sale Code: Add | Questions?

*Free shipping on stock items only. This account only

Forward Cart:

Your Name: KATHRYN BOYER

Your Email: PAYABLES@INTHEDITCH.COM

Send to Email: erika@intheditch.com

To enter multiple emails, separate with a comma.

Comments (optional): This is a test do not order

☐ Email me a copy

Send

2. Email Model # and Qty to Purchasing
 - a. S-20863-M Qty 3
3. Send Funds Request Form and Uline Cart to Purchasing

Fastenal – 3 OPTIONS

1. If no login - Send Fastenal Part No. & Qty to Purchasing
2. If login
 - a. Add items to cart
 - b. In first check out box put your initials and date (EP0905) under PO#
 - c. Follow steps to check out
 - d. Order will automatically be sent to Purchasing
3. Send Funds Request Form to Purchasing

Amazon Purchases

1. Find item on Amazon
2. Select email icon and send to Purchasing

SEE EXAMPLE BELOW



3. Send Funds Request Form to Purchasing

APPROVED OUTSIDE CONTRACTORS

Outside Contractors Requests

1. Call Purchasing (Brandi) and give all information of what you need and she will schedule
 - a. What needs to be done? *(Garage door in Shipping not rolling up)*
 - b. Where location in facility *(Shipping)*
 - c. Who to call if you know? *(Call Overhead door)*
 - d. How soon do you need? *(This is urgent. It will not roll down, need done before end of day.)*
 - e. Who does the contractor need to contact when they arrive?

Janitorial & Outside Maintenance

Paige Mechanical – 208-587-8888

- Reg Hours 8am - 5pm After hour
- Rates
- HVAC \$70 per hour after hours \$105
- Plumbing \$75 hour after hours \$112.50

Ari's Carpet Cleaning-Hinio – 208-587-7507

AK Pest Control Aaron-208-450-9052

Green Pastures – 208-599-5478

Triple B Lawn– Mel – 208-340-3493

Cleaning Ladies – Darlene Hobbs – 208-805-6402

Garage Doors

Overhead Door – 208-587-5033 after hours 208-375-0137

Topline LLC – 208-591-0864

Electric

Magic Valley Electric – 208-944-2107

Phone System

Phone Works – Curt – 208-336-6666

IT

NCS-Erik Runnel-208-713-9077

IWS Parking Lot Cleaners

Pavement Specialties – 208-332-7000 North

American Dust Control – 208-365-2930

Auto Repair & Maintenance

Les Schwab-208-587-3396

Mountain Home Auto Ranch – 208-580-1000

Equipment Installation & Repair

B & W Wrecker- Installation – 208-342-2541

Trump – lasers & Press brakes – 866-887-7278

King Machine – Machine Shop – 208-345-9600

Viking – Paint – 208-459-3464

Rogers Machinery – Compressors – 208-463-1500 Arnold

Machinery – Forklift maintenance – 208-887-6000

Safety-Kleen – Sump Pumping – 208-342-8882

