

PROCEDURE FOR ORDERING CAKES
from Sam's Club

1. Fill out a Special Expense Form (SE) for Sams Club, 1850 Buerkle Road, White Bear Lake, MN 55110 and specify the date the cake is needed. SE should be done at least 7-10 days before the cake is needed. The cost of a full sheet cake is approximately \$35. Remember, the SE is an estimate of the cost—the actual cost will be needed in Step 6 when requesting a check.
2. Get appropriate Division signatures on SE form.
3. Bring the signed SE to Diane Wrisky in Accounting. This needs to be done 7-10 days before the cake is needed.
4. Diane will do a Purchase Order (PO) and return it to you.
5. Once you have received the PO back from Diane, you can then call Sam's Club (651-779-6535 ask for bakery)—(make sure you know what type of cake, the size, the frosting, colors, etc. before calling; also you need to make sure they put the order under "MN") order the cake and confirm the actual cost. When ordering the cake, please specify that you want the cake ready by 7:00 am.
6. Send Mary Lee an e-mail (and cc Terese Fritchman) requesting a check/warrant to be issued include the PO number, total cost of the cake (this should be the amount that we need to pay—not the amount of the SE/PO) and the date that the cake will need to be picked up. This must be done at least 5 days prior to the date the cake is needed.
7. Check/warrant will be issued by Minnesota Management and Budget and Mary Lee will have Mike Kuschke pick up the check/warrant and return it to the front desk. Mary Lee will notify you via e-mail that this is happening. When the check is returned to the front desk, a pink slip will be written up and given to the person requesting the check. The check/warrant will be

given to Accounting and should remain in the safe until Mike goes to pick up the cake at Sam's Club.

8. The person ordering the cake must notify Mike Kuschke, by memo to pick up the cake. Be specific where to pick up the cake as well as the date and time that the cake will be ready. Put memo in Mike's "Delivery Drop-Off Box" along with the "pink slip".
9. Mike will get the check/warrant from Accounting, along with the Sam's Club Card and pick up the cake.
10. Mike will give Accounting the "receipt" from the purchase.

Office Memorandum

Housing Finance Agency

Date:

To: Mike K.

From:

Phone:

Subject: Cake Pick-up—Sam's Club

Please pick up cake from Sam's Club at 1850 Buerkle Road in White Bear Lake. Cake will be ready at 7:00 am on (insert date).

You will need to get the check and the Sam's Club Card from Accounting before you pick up the cake.

Please give Mary Lee Cusick the receipt when you return.

Attach Pink Slip Here