

**SECTION 20****Purchase of Awards, Trophies, Etc**

This policy section concerns the purchase of awards, trophies, fund raising items, embroidered clothing and other related items.

The following process is established, and mutually agreed upon to improve the efficient handling of club business, facilitate payments and minimize errors.

**ORDERS**

One (1) of the following officers must be mentioned as having knowledge of or given authorization for any order:

**President; VP of Organized Skiing; or VP Administration**

eg. John Doe, placing an order, auth by VP Jane Smith

All orders will be requested/processed in written form, and verbally confirmed/reviewed. They may be transmitted via fax, email, or in person.

Person picking up order should sign for it, and receive a pick up ticket/receipt, but NO invoice.

**INVOICES**

Invoices will be mailed to the attention of:

VP Administration  
OC Ski Club  
PO Box 13901  
Albany, NY 12212-3901

and have the name of the person's that placed the order listed on the invoice. This will minimize questions/confusion, and facilitate processing.

Invoices will then be processed for payment, noting invoice number(s), and notification given to the appropriate Committee Chair/Event Leader.

**VENDORS**

The following vendors are approved for purchases:

**Awards by Walsh**

233 Ontario Street  
Cohoes, NY 12047  
518 235-6362 FAX 518 235-6330  
Web site: [www.awardsbywalsh.com](http://www.awardsbywalsh.com)  
Email: [artforawards@nycap.rr.com](mailto:artforawards@nycap.rr.com)

**Broadway Marketing**

80 Fuller Road  
Albany, NY 12212  
518 489-3226 FAX: 518 489-7397

**T-Shirt Graphics**

12-24 Grove Street  
Ballston Spa, NY 12020  
518 885-7991 FAX 885-8068  
Web site: [www.t-shirtgraphics.com](http://www.t-shirtgraphics.com)