

NFTA Committee Purchase Guidelines
EEO OFFICE

Purchase Request Process

1. **Identify the Need:** Provide a clear description of the item(s) needed for the community event. Include specifics such as brand, model, color, and any necessary features.
2. **Determine the Quantity:** Specify the exact number of each item required.
3. **Source the Item:** Provide a direct link to the vendor's website where the item can be purchased. Ensure that the vendor is reputable and approved by the organization.
4. **Forwarded All Requests to:** NFTAcommittee@nfta.com
5. **Any questions:** Contact Holly Nidell (716) 855-7486

Amazon Purchases

1. **EEO Department:** Will make all Amazon purchases for committees
 - a. **EEO Amazon Business Account:** Is set up for tax exemptions.

Clothing/Apparel Purchases:

1. **Invoice:** Provide the "invoice" that has the final cost (**NOT A SALES QUOTE**)
 - a. **Tax Exemption:** The invoice cannot show tax.
 - i. Please make sure the vendor has a tax exemption letter.
 1. (Link: [NFTA Tax Exemption Letter](#))
 - ii. **Additional Information:** If the vendor needs additional information, please let our department know.
 - b. **Shipping:** Clearly have shipping marked on the invoice
6. **Vendor Contact Information for Payment:**
 - a. **Name of Vendor:** Correct name and spelling.
 - b. **Telephone Number:** Correct telephone number for vendor.
 - c. **First and Last Name:** Point of Contact who will receive payment from NFTA.

Web Payments:

1. **Link Information:** Please have the correct link where credit card payment can be submitted.
2. **Rules Above Apply**

Please Note: As we begin this new way of processing committee items – we are always looking for ways to make the process as seamless and stress free as possible. Be aware there may be additional changes to this process.

Thank you for your understanding.

EEO Department
NFTA

Please have your request for items to be purchased laid out in a separate document, not in the body of an email.

SIMPLE EXAMPLE

Round Table

Description: *BTEXPERT White 24" Round Plastic Folding Table Commercial Portable for Picnic Party Camping Banquet Card Dining Wedding Event Home Kitchen Indoor Outdoor*

Cost: *\$200.21*

Qty: *1 (set of 5)*

Link: *Amazon Table*