CAM’S PROCESS FOR REQUESTING FUNDING

An account has been setup with Amazon that will allow CAMs, once approved, to purchase item(s) for the children in their cases.

The way the process will work:

1. CAMs will complete and submit a VFC funding request form.
2. The completed request form is then emailed to Gae Pensabene at Thenyangel@gmail.com
3. Gae will review it, and an email will be sent to the requester advising if the request has been approved. If approved the information needed to place the order will be in the email.
4. The requester will also receive an email inviting them to open a business account with Amazon that allows them to purchase items through our account
5. Once the connection to our account is made, this will happen immediately, the CAM can then shop for the items needed and submit the order.
6. Gae will then be advised that an order is awaiting approval. **Any items not previously approved will be deleted from the order.**
7. Once approved the order will be processed and the items sent directly to the address provided on the order. **It is important that you make sure the address is correct and complete.**

We have tested the process, the only question is whether the CAMs can use their GAL email address or if the firewalls established will prevent the email from coming through. If so, they will need to supply their personal email addresses on the request form.

This will eliminate the need for CAMs sending receipts since the system will provide them and all purchases will be tax exempt.

**This process is for CAMS only. GAL volunteers will still be issued checks for approved funding requests.**

Any request for funding that needs to go to a provider must have all the information needed to issue a check made payable to them and mailed directly to them.