

# I want to buy something

As a volunteer in Analog, you may at times need to buy supplies, arrange a hangout or buy new artefacts for the interior.

When doing so, you must follow below guidelines (just so you don't end up buying an around-the-world-cruise or 'the next round' at your favourite (coffee)bar on us).

“ Volunteers in Analog, who have completed the mandatory training, are allowed to make purchases up to kr. 500,- without approval by the board.

- This should be done with Analog financials (Netto card, or credit card).
- Receipts must always be retained. Upload the receipt and request an reimbursement online. See below
- If you buy anything other than café supplies, clear it with the manager in charge (kitchen, storage, social manager)

With the explicit approval from a board-member, this allowance can be extended to kr. 700,-. If you have a great idea for an improvement to Analog, or a special event, that costs more than kr. 700,- send an email to [analogen@cafeanalog.dk](mailto:analogen@cafeanalog.dk) - The board will then consider your proposal, and decide if/how to move forward with the idea.

## Reimbursement

Purchases should preferably be done with Analog financials. However, if you buy anything on behalf of Café Analog with your own money, you can fill out a request for refund online:

<https://www.cognitoforms.com/CafeAnalog1/Reimbursement>

This is an excerpt of the full purchasing policy. if you have extended responsibilities in Analog or just want to know more, check Podio or ask a board member for the full policy.

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