

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 - 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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