

Managing Online and Cash Purchases

All CBV purchases must be on a receipt (exclusive to CBV purchases) with:

Coco Beach Village RUC

1391908660001

Processes

1. Online
2. Direct Purchase (Factura)
3. Cash Purchase (No Factura)
4. Coco Cash

1. Online

Ordering online and paying by transfer

- i. Locate the materials/supplies
- ii. Negotiate and get a Proforma for Coco Beach Village inc. RUC sent to you by email
- iii. Forward the proforma to treasurercbv@gmail.com with your authorization to purchase. Include in your email:
 - o Bank name and account number, name of account holder (company), email address (account holder) to receive the confirmation of payment
 - o Provide budget line(s) that this should come from and any other relevant information the treasurer may need
- iv. The treasurer will make the transfer and forward a copy of the transfer receipt to you for your records.

2. Direct Purchase

Purchasing with cash, debit (personal or urbanization) or credit card and being reimbursed

- i. Locate the materials/supplies
- ii. Purchase and get a Factura including Coco Beach Village and RUC
- iii. Forward the Factura (hard copy or electronic copy) to the Treasurer (same day if possible).
- iv. Write on the back or include in your email:
 - a. budget line(s) for this/these items
 - b. any other relevant information the treasurer may need
- v. The treasurer will make the transfer to reimburse you if it was a personal purchase and forward a copy of the transfer receipt to you for your records.

3. Direct Purchase (CBV Debit Card)

- i. Locate the materials/supplies
- ii. Purchase and get a Factura including Coco Beach Village and RUC
- iii. Forward the Factura (hard copy or electronic copy) to the Treasurer (same day if possible).

- iv. Write on the back or include in your email:
 - a. budget line(s) for this/these items
 - b. any other relevant information the treasurer may need

4. Cash Purchase (No factura possible)

- i. Max. amount is \$12.00 without factura
- ii. Still need a Nota de Venta to record the supplier/maestro their cedula number, location, and a breakdown of costs

5. Coco Cash

- i. All coco cash will be held by the Treasurer in a separate envelope/bag.
- ii. All coco cash expenditures will be recorded and reported to the members.
- iii. Use of Coco Cash to be determined