

Receipt of Funds

Notification

Depositing Funds

Processing Invoices

Distributing Funds

West Pointe Bank

Lakefly Writer's Revenue



OPL Memorial General Account

OPL Memorial Named Fund Account

OPL Memorial Named Fund Account

Ruth
codes and approves Invoices

Admin Office
enters invoices into QuickBooks

Admin Office

writes checks
and distributes payment

Minor Gifts up to \$100
with or without donor request



Notify Margie of:
* Fund Amount
* Purchasing Restrictions

Tracie:
* Writes Thank You Letter

Darryl:
* Signs Thank you letter



Gifts \$100 - \$500
with or without donor request



Darryl:
* Signs Thank you letter



Margie
codes collection improvement
invoices

Tracie & Lisa
code all other invoices

Admin Office

writes checks
and distributes payment

Gifts Over \$500
with or without donor request



Notify Darryl & Margie of:
*Fund Amount
* Purchasing Restrictions
Tracie:
*Writes Thank you Letter
Darryl:
*Signs Thank you letter



Upon OPL Board approval
of OPL annual budget or any
approved board action, funds
are moved to
West Pointe bank



Bequests
restricted or non restricted



Notify Darryl & ask which
OACF fund to deposit into



Oshkosh Area Community
Foundation fund chosen by
Darryl

