

## To get email approval of PR's, Meeting Minutes and Activities Forms please do the following:

### Purchase Requisitions – PR:

- Gather receipts and approved minutes for the PR
- Email Nequeshé Dyer, [ndyer@marin.edu](mailto:ndyer@marin.edu), for the assignment of a PR and number
- Complete the PR
- AFTER you have received the PR and number from Nequeshé, please email another officer WITH THE PR and SUPPORTING DOCUMENTS ATTACHED for their review and reference, requesting approval of the PR. \*Remember, you CANNOT sign for/approve your own reimbursement, so in that case you will need to request approval from TWO officers.
  - The subject line should read:
    - Club Name – Request for Approval of PR #00000 – State what the PR is for
  - \*Their response only needs to state “I approve PR #00000”
- Officers approving PR's MUST email from their **MYCOM.MARIN.EDU** email address in order to be acceptable.
- Please also remember that **Minutes must also be approved by the club President and the Advisor.**
  - \*Their response only needs to state “I approve Minutes dated 00/00/00”
- Once you have **everything**, please forward to [ndyer@marin.edu](mailto:ndyer@marin.edu) processing.

### Meeting Minutes and Activities Forms:

- Please email another officer(s) Minutes and/or Activities Forms ATTACHED for their review and reference, requesting approval of the documents.
  - The subject line should read:
    - Club Name – Request for Approval of Minutes or Activity – The date of the Minutes or Activity
  - \*Their response only needs to state “I approve Minutes dated 00/00/00” or “I approve Activity scheduled 00/00/00”
- Officers approving documents MUST email from their **MYCOM.MARIN.EDU** email address in order to be acceptable.
- Please also remember that **Minutes must also be approved by the club President and the Advisor.**
- Once you have **everything**, please forward to [ndyer@marin.edu](mailto:ndyer@marin.edu) processing.