

## **Neighborhood Budgets Procedure to Utilize Funds**

Neighborhood Councils have two budgets each that the Office of Neighborhoods oversees. One budget is for mailing only and the other, general budget, is for neighborhood expenses. Please follow the following guidelines to utilize your neighborhood budgets.

### **Authorization from Leadership Team**

Most Neighborhood Councils' bylaws state the nature of approving expenses through the leadership team. Follow this procedure first before submitting the expense to the Office of Neighborhoods for payment.

### **Request Payment for Expenses**

1. Call the Office of Neighborhoods, Christine 552-6083, LaNette 552-6081. Request a Purchase Order number for the expense. Prepare to give us the following information:
  - a. The description of the expense
  - b. The name of the vendor
  - c. An Estimated amount of the expense, if possible.
2. Give the Purchase Order Number to the vendor. It doesn't matter if they are a City Vendor or not, they need to give you an invoice and reference the purchase order number on the invoice (in pen is fine).
3. On the invoice write your neighborhood name and which budget (mailing supplement or general budget) the invoice should be paid from.
4. Drop off or send the invoice to the Office of Neighborhoods.

### **Office of Neighborhoods Contact Information**

435 Ryman St.  
Missoula, MT 59802

LaNette Diaz  
p) 552-6081  
f) 327-2187  
[ldiaz@ci.missoula.mt.us](mailto:ldiaz@ci.missoula.mt.us)

Christine Ross  
p) 552-6083  
f) 327-2115  
[cross@ci.missoula.mt.us](mailto:cross@ci.missoula.mt.us)