

# Town of Mountainair

## Lodger's Tax Purchase Request & Approval Form: Page 1

### **SECTION 1: PURCHASE REQUEST** (To be completed by requestor)

Date of Request: \_\_\_\_\_

Requested By (Name/Department): \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Item(s) / Service Requested: \_\_\_\_\_

---

---

---

---

---

Event: \_\_\_\_\_

Vendor (if known): \_\_\_\_\_

### Description & Alignment with Lodger's Tax Purpose

(Explain how this purchase promotes tourism, advertising, or related activities as allowed under Lodger's Tax statutes):

---

---

---

---

---

Requested Purchase Date (if applicable): \_\_\_\_\_

# Town of Mountainair

## Lodger's Tax Purchase Request & Approval Form: Page 2

### **SECTION 2: LODGER'S TAX BOARD ACTION** (To be completed by Lodger's Board)

(To be completed at a duly noticed Lodger's Tax Board meeting)

Meeting Date: \_\_\_\_\_

Board Member Printed Name | Signature | Date | Approval Status

_____	_____	_____	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
_____	_____	_____	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
_____	_____	_____	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
_____	_____	_____	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>
_____	_____	_____	Approve <input type="checkbox"/> Disapprove <input type="checkbox"/>

Board Action: Approved  Disapproved

Notes / Conditions (if any):

\_\_\_\_\_  
\_\_\_\_\_

### **SECTION 3: PAYMENT INFORMATION** (To be completed by Town staff)

Payment Issued Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Paid By (Name/Title): \_\_\_\_\_

Check / Payment Reference Number: \_\_\_\_\_

*4 Copies When Completed: 1 Copy for Purchase Back-up / 1 Copy for Lodger's Board / 1 Copy for Town Lodger's Tax Approval File / 1 Copy for Requestor*

# Lodger's Tax Request and Approval Form Instructions

## Requestor:

- 1.) Request form from Town Hall or print form from Town website. Recommended to print double sided.
- 2.) Complete Section 1 (Page 1) of request form.
- 3.) Turn in completed form to Town Hall.
- 4.) Receive copy of completed form from Town Hall.

## Town Hall:

- 1.) Send scanned copy of request form to Mayor.
- 2.) Call Lodger's Tax Board President Kevin Turner to notify that he has a form to retrieve at Town Hall. He can pick up form or request it in email form.
- 3.) Lodger's Tax Board President will sign acknowledgement located on this instruction page that he received it or we will mark down if emailed to him and what day/time.
- 4.) Lodger's Tax Board has 30 days to respond with an approval or disapproval. Board members must sign, even if disapproval. If meeting is held via virtual setting, form can be given back to Town Hall so members can come in and sign at their convenience within the time frame which is 72 hours after meeting is held virtually. If member lives outside of town limits and can not make it in time or are out of town, they are allowed to send an email giving their approval or disapproval which will be added to this form.
- 5.) Once Lodger's Tax Board action is taken, Town Hall will notify the requestor of the action.

## Requestor:

- 1.) If approved, requestor must submit documentation to Town Hall for a purchase order and the process can be started.
- 2.) If disapproved, requestor can re-submit request with additional information needed that caused the disapproval.

## Lodger's Tax President Acknowledgement of Receipt

In Person Pick-Up: President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Email Sent: Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

By Whom: \_\_\_\_\_