



PrintToProtect Financial Handbook

The PrintToProtect Coalition is an emergency network of 3D-Printing partners across California's Central Valley to protect our frontline workers with Personal Protective Equipment, or PPE. At this time, we as a coalition are gunning to produce 10,000 face shields for our frontline workers before the 'Peak' of COVID19 cases in SJ, Stanislaus, and Merced Counties.

To support our makers in their manufacturing efforts, we have established a funding account with the help of local members within our community and through obtaining grants from community foundations.

As a maker within our coalition, please adhere to the below steps/requirements to request funds for materials or other purchases made related to supporting our coalition.

Reimbursed Items Qualification

The following items can be reimbursed by the coalition:

- 3D Printing materials (filaments, resin, equipment maintenance, transparencies, etc.)
- Bulk material orders by the PrintToProtect's Executive Committee
- Laser Cutter materials (PETG, other plastic, etc)
- Manual Manufacturing materials (window seals, head straps, hair ties, etc.)
- Mileage Reimbursement for PPE deliveries
- Coalition management related expenditures (website management, business gifts etc.)

Allocation Request Form

The Allocation Request Form should be filled out for all coalition related retroactive reimbursements made by individual makers and bulk orders made by the executive committee.

[Please access the form at this link and follow the below steps:](#)

1. Fill in your name and affiliation with PrintToProtect (i.e laser cutter maker)
2. Indicate what type of reimbursement you are requesting in the description field and the overall expense incurred in the table provided.

3. After reading the waiver, print your name and sign the form
4. If total cost for items purchased is above \$50, indicate the different types of items you looked into and which one you chose. Please put in at least 2 quotes. (i.e if you purchased resin, indicate 2 different types of resin you looked into and which one you selected)
5. Upload an image of the itemized receipt. The image should include the following:
 - a. Date
 - b. Items purchased
 - c. Unit price for each item
 - d. Total cost incurred
6. Submit form

Allocation Request Form- Mileage Reimbursement

The mileage reimbursement form should be filled out to reimburse for distance driven when making PPE deliveries to the Hatch Workshop and/or to the Central Valley PPE Drive. As stated under California Law, \$0.58 per mile will be reimbursed. [Please access the form at this link and follow the below steps:](#)

1. Fill in your name and affiliation with PrintToProtect (i.e laser cutter maker)
2. Enter miles driven & description of route (i.e drove to the hatch workshop from home which is 5 miles away. Round trip distance travelled is 10 miles)
3. Print name and sign form
4. Submit form

Reimbursement Guidelines

Item Amount	Approval	Action Items
<\$50	No approval needed	Complete Allocation Request Form to notify Finance Committee
Greater than \$50 & less than \$350	Finance Committee	Complete Allocation Request Form and wait for approval notification
Greater than \$350	Finance & Executive Committee	Complete Allocation Request Form and wait for approval notification

Finance Committee Approvals

The Finance Committee will review all submissions for completeness and accuracy. For requests greater than \$50 and less than \$350, the Finance Committee will meet to approve/deny the request prior to distributing payment through bill pay. For items greater than \$350, the Finance Committee and Executive Committee will meet to discuss the proposed allocation and to approve/deny the request prior to distributing payment through bill pay.

Please expect to hear from the Finance Committee within 24-48 hours of your submission. Upon approval, the Finance Committee will contact you to obtain your bank account details for payment distribution.

Questions

For any questions regarding the allocation process please reach out to ptpc209@gmail.com or call (714)548-7608.