

CART FUNDS REQUEST

CHICAGO POLICE DEPARTMENT / BUREAU OF PATROL

CAPS DIVISION APPROVAL



Reference # _____

PAID BY _____

CHECK # _____

Enter the amount of the check below if different from the "Total Amount Requested"

\$ _____ - _____

Use Other Side For Explanation

SUBMITTED TO: Director, Finance Division

FROM: [] [] [] []

Enter District-Unit # Example: 001 Telephone (Bell) PAX # FAX #

REFERENCE NUMBER: []

EVENT DATE: [] Check Box:

Example: 01 Jan 08 Event Date Does Not Apply

DESCRIBE EVENT or PROJECT

INCLUDE LOCATION(S) WITH DESCRIPTION OF PRODUCTS AND/OR SERVICES THAT REQUIRE FUNDING

[]

CAPS CHECK MADE PAYABLE TO: []

TOTAL AMOUNT REQUESTED: []

COMPUTER AUTO CALCULATION (ENTER RECEIPT AMOUNTS BELOW)

ENTER THE TOTAL OF EACH INDIVIDUAL RECEIPT FOR THE ABOVE REFERENCE NUMBER ONLY. **DO NOT INCLUDE THE TAX ON THE RECEIPT! TAX AMOUNTS WILL NOT BE APPROVED FOR PAYMENT OR REIMBURSEMENT. INDIVIDUALS OR ORGANIZATIONS SHOULD USE A "CITY OF CHICAGO TAX EXEMPT LETTER" WHEN PURCHASING PRODUCTS AND SERVICES FROM VENDORS FOR ANY APPROVED CAPS RELATED EVENT.**

1. [] 2. [] 3. [] 4. [] 5. []

6. [] 7. [] 8. [] 9. [] 10. []

Signatures of Approval (All 4 Required) Enter # of Attached Pages: []

Requesting Officer: _____ Star # _____

CART Sergeant: _____ Star # _____

Area Executive Officer: _____

District Commander: _____

Make a copy of this completed form and "Hand Carry Only" this document and the attached original receipts to the CAPS Division, 5th Floor . Be sure that the clerk stamps your extra copy to verify submission for payment. Place the stamped or signed verified copy in your CAPS Binder.

CAPS Division Only
Submission for Payment Verified
Stamp or Signature with Date

INSTRUCTION FOR ATTACHING RECEIPTS

1. THE ORIGINAL RECEIPTS OR INVOICES MUST BE ATTACHED WITH STAPLES TO 8.1/2" X 11" (LETTER SIZE) WHITE PAPER EACH RECEIPT MUST BE VISIBLE AND THE RECEIPTS MUST NOT OVERLAP EACH OTHER. ENTER THE REFERENCE NUMBER ON EACH PAGE OF RECEIPTS. FOR RECEIPTS THAT ARE LONGER THAN A STANDARD 8.1/2 X 11 SHEET OF PAPER ... CUT THE RECEIPT TO FIT ON THE PAGE, USING MULTIPLE PAGES IF NECESSARY.
2. DO NOT ATTACH RECEIPTS WITH TAPE ... STAPLES ONLY!
3. ONLY ORIGINAL RECEIPTS ARE ACCEPTABLE AND MUST INCLUDE THE FOLLOWING:
 - A. THE NAME, ADDRESS AND TELEPHONE OF THE BUSINESS FROM WHICH ITEMS OR SERVICES WERE PURCHASED.
 - B. AN ITEMIZED DESCRIPTION OF ITEMS OR SERVICES PURCHASED.
 - C. ANY RECEIPT OR INVOICE THAT DOES NOT INCLUDE THE ABOVE REQUIREMENTS MUST BE PROVED BELOW.

Enter Receipt Information Below

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