

USHJA Zone Rider Gear Acquisition Procedures

Zone Coordinator

1. The Zone Committees will identify and appoint a Zone Coordinator. This individual will be responsible for managing the sourcing of rider gear (polo shirts, etc.) defined within the Zone Budget for the USHJA Jumper Championships and USEF Jumper Championships.
2. The Zone Coordinator will contact the Zone Chair and USHJA Zone Liaison to discuss the Zone's budgeted allocations toward the respective championship's rider gear/swag prior to any purchases. The Zone Coordinator will be provided with a Purchase Order Form to be completed, returned, reviewed and approved by the Zone Chair. Once a purchase order form is approved, the Zone Coordinator may begin sourcing the item(s) indicated on the form. Invoices or receipts of purchases not accompanied by a prior approved purchase order, are not guaranteed reimbursement.
3. Final invoices and receipts are to be submitted to the USHJA Zone Liaison within 30 days after the event, no later than November 30. Reimbursement of the approved amount(s) will be processed once all required documentation has been received.
4. If additional funding beyond what the Zone budgeted is required, Zones must follow the USHJA Zone Donor and Sponsor Procurement Guidelines. The USHJA Donor and Sponsor Procurement Guidelines, USHJA Zone Donor Form, and USHJA Zone Purchase Order Form can be found here: <https://www.ushja.org/zones-affiliates>