



Vietnam Veterans of America, Inc.
Plymouth-Canton Chapter #528
P.O. Box 6319 • Plymouth, MI 48170



Product Sales Policy Letter

1. The purpose of the Policy Letter is to define Chapter 528 Product Sales Operation. Product Sales include (ANY and ALL clothing, military awards, military equipment or unit jewelry) that employs the VVA Logo, Chapter Logo, Vietnam or Chapter 528 related motifs.
2. Any VVA or AVVA member in Good Standing shall be able to suggest a Product Sales purchase. All suggested items to be purchased will be submitted in writing to the Product Sales Chairperson or Co-Chair to include the following:
 - Supplier's name, phone number, and contact person
 - Items to be purchased
 - Cost of items (quantities discounted?)
 - Payment schedule
 - Delivery schedule
3. Any purchase exceeding \$500.00 must be presented to the Board of Directors for approval by the Product Sales Chairperson.
4. Items that are put on consignment with Product Sales are to be approved by the Board of Directors. The Product Sales Chairperson will keep a separate and accurate inventory of consignment items with income percentages.
5. The Product Sales Chairperson or Co-Chair are the ONLY persons authorized to purchase or acquire items to be sold for the Chapter. Duties of the Product Sales Chairperson and Co-Chair include:
 - Approve any suggestion for items to be purchased.
 - Collect a 50% deposit from the ordering member on all orders.
 - Will set up specific accounts with the treasurer for proper billing.
 - Responsible for turning in the Product Sales invoices to the treasurer in a timely manner.
 - Responsible for verifying that all merchandise ordered has been received.
 - Responsible for maintaining a cash balance sheet and an inventory record of all items in storage and on order.
 - Responsible for keeping Product Sales items in inventory, in a secure location.
 - Will not maintain over \$109.00 cash on hand, at the end of each days' sales events.

Revision History:
Rev 01: 10-23-2018