MLF Grant for Program Enhancement – Purchasing Process

1. Let Blanca know that they are using the ProCard for an MLF purchase or, when possible, request that Blanca make the purchase
2. Contact Corinna to verify the correct Speedtype and Account code before submitting the receipt to Sherry
3. Submit the receipt correctly to Sherry
4. Submit via email a copy of the receipt to Blanca, identifying the MLF grant that the purchase is associated with.