



EMPLOYEE ACKNOWLEDGEMENT OF
RESPONSIBILITIES AND OBLIGATIONS
PURCHASES and DISBURSEMENTS

I, _____ hereby acknowledge receipt of the Wikimedia Foundation, Inc. Purchasing and Disbursements Policy. I have read the policy and acknowledge that purchases over certain dollar limits must be approved in advance by my supervisor via email. This includes contracts for equipment, services, etc. I acknowledge that when seeking reimbursement for expenses that I have paid on behalf of the Foundation, the purchase authorization limits and pre-purchase approval process still apply. I acknowledge that in order for payments for expenses (purchases and reimbursements) to be made by the Foundation, the proper authorized documents must be submitted.

DATE: _____, 200__

EMPLOYEE SIGNATURE: _____

WIKIMEDIA FOUNDATION

39 Stillman St. • San Francisco, CA, 94107 • USA
Tel.: 1.415.839.6885