



1 KofC and (arch) diocese approval paperwork with PCC

download form 10715



2 KofC Council raises needed funds at 25% of the machine costs



3 4US issues grant letter to KofC Council



4 KofC Supreme grant application paperwork

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5 KofC Supreme sends check to PCC for 50% of the machine costs
Local Knights give funds to PCC



6 PCC issues purchase order to 4US for machine



7 PCC requests 4US invoice for Knights of Columbus funds for machine



8 PCC pays 4US



9 4US pays vendor in full for machine price and applicable sales taxes