

SBWGA-18
Policy #1: Expenditure and Reimbursement Procedures

Purpose:

To establish procedures to be followed as it pertains to the expenditures and reimbursements for SBWGA-18.

Procedures:

1. For purchases totaling more than \$300, **Advance Approval** must be obtained.
2. For purchases totaling more than \$250, a board member approval in addition to the treasurer is required. This must be in the form of a signed, approved invoice or a signed, approved check request form.
3. To request a check for expense reimbursement, **Form #1, Check Request**, must be completed.
4. Original receipts or documentation of expenditure are required to be attached to the form.