RSPWDC Expense Reimbursement and Check/Cash Submittals Policy and Procedure

Expense Reimbursement

Any expense submitted for reimbursement must be for an approved club event or on-going club business. The Rio Salgado PWDC Board of Directors must approve expenditures greater than \$50.00.

General Information and Procedure:

- 1. All expenses must be submitted to the Club Treasurer utilizing the Club Reimbursement and Income/Donation Deposit Form (found on the Club's website or by contacting the club's treasurer).
- 2. Itemized expenses, along with all receipts, must be submitted within the current calendar year.
- 3. If the Club Treasurer has questions regarding submitted expenses, the Treasurer will seek clarification from the individual requesting reimbursement.
- 4. The Treasurer for discussion and consideration will submit any unresolved questions or submitted expenses not previously approved by a budget, or the club's Board of Directors, to the Board of Directors. The Board of Directors will have ultimate authority to approve or disapprove all expenses.
- 5. The club Treasurer shall reimburse all submitted expenses that are deemed correct within 30 days of submittal.

Requirements:

- 1. Original receipts must be submitted.
- 2. Write the name of the event/reason for expense on top of the receipt(s) i.e., Water Trial, Supported Entry, Agility Fun Day, Equipment, Postage, etc.
- 3. Write the name of the person being reimbursed on the receipt (all requests for expense reimbursement must go through an event Chairperson).

Tips:

• Make <u>separate</u> purchases for club items and personal items. Submit original receipt with appropriate form to the treasurer for reimbursement.

Check/Cash Submittal

- 1. In the memo portion of any check received, write the purpose of the payment. <u>Please request separate checks for multiple payments</u> (i.e., club dues, entry fees, donations, etc).
- 2. If you are chairing an event and receive payments for multiple items <u>submit a Club</u>
 <u>Reimbursement and Income/Donation Deposit Form</u> listing each check and/or cash
 payment and it's **purpose** i.e., donation, entry fee, etc., along with the entrant's or
 donator's name. Separate forms are preferred for individual deposit purposes (one form
 for all entry fees received, one form for all donations received, etc.) along with the
 checks and/or cash to the club Treasurer for deposit. See sample below (all payments
 for deposit must be submitted by an event Chairperson).

