

Grimes Volunteer Support Services, Inc. Expense Approval Policy

All expenses of the corporation shall be authorized by the board as specific expenses or as part of a budget approved.

All expenses claimed of the corporation shall be reviewed and approved by the President or treasurer before they are paid.

In cases of expenses submitted by the President, the Vice President shall review and approve those expenses before payment is made by the Treasurer.

All expenses paid will be itemized and reported to the board.

Payments by debit card may be made by officers without prior approval if the payment is less than \$500 or within limits of the budget approved.

Approved: July 17, 2012
Revised: July 16, 2013