



CORPORATE POLICY DOCUMENT

ORIGINATION DATE:	February 2015
LAST DATE OF REVIEW OR REVISION:	
APPROVED BY:	Jerrod Milton, Treasurer

REQUEST FOR EXPENDITURE FORM

POLICY EXCERPT

Payments to Vendors: Payment for Club expenses and other expenditures shall be made using Club funds via check or a club credit card. Club expenditures should not be made from personal funds of any member, officer, player, coach, or other affiliate individual.

PROCEDURES

Exceptions to this policy shall be made only upon the written approval of the treasurer or president under reasonable, extraordinary circumstances.

1. PRIOR APPROVAL

Approval for expenditures must be obtained from either the Club Treasurer or Club President prior to purchasing or committing the Club to any financial liability. The requestor should submit a signed Request for Expenditure form and await approval before incurring any expense or committing the Club to financial liability. The requestor and the approver cannot be the same person.

Material expenditures, defined as any expenditures or commitments to financial liability in excess of \$500, require the advance approvals of two club officers, one of whom must be either the President or the Treasurer, in accordance with the Club Bylaws.

2. INVOICES AND RECEIPTS

Expenditures require an original and properly approved invoice to be processed for payment. Each invoice must be approved by the requestor and submitted to the Treasurer for payment. In the unusual event that the requestor is seeking reimbursement for expenditures from personal funds, both an original invoice and payment documentation are required. Acceptable forms of payment documentation include a credit card receipt or a cancelled check. In no case shall these expenditures be made in cash.

Please complete this form and email to treasurer@chatfieldgirlslacrosse.com. If urgent approval is needed, please telephone the treasurer.

Date Submitted: _____ **Date Approval Needed:** _____

Purpose of Expense: _____

Name of Requestor: _____

Budget Allocation Amount: _____

Was a quote for service rendered (\$\$)? Yes / No **Amount Quoted (\$\$):** _____

Other Comments: _____

Authorization: _____ **Date:** _____
(Signature of Treasurer or President)