

MINNESOTA VALLEY PHOTOGRAPHY CLUB
POLICY STATEMENT #4 (PS #4)

TITLE: MVPC Expense Reimbursement

EFFECTIVE: September 2012

AMENDED: March 8, 2022

AUTHORIZED BY: Minnesota Valley Photography Club Board

POLICY: The use of MVPC funds for budget purposes (i.e. normal club expenses, such as awards, supplies, meeting space, etc.) must be controlled and well documented. Any expense of \$100 or larger must be approved by the board prior to purchase.

PURPOSE: To ensure fiscal guidelines are adhered to in the use of club funds and are in the club's best interest.

PROCEDURE:

The MVPC committee member needing funds of \$100 or more, needs to request to add an item to the board agenda for discussion.

During the board meeting, the request will be discussed and if a motion is made and approved, the committee member will submit a MVPC Expense Reimbursement Form to the treasurer.

The treasurer will release the funds for the purchase.

NOTE: for good documentation, a MVPC Expense Reimbursement Form should be filled out for all normal club expenses, regardless of amount of purchase. All reimbursement requests shall be submitted in a timely fashion during the fiscal year of the expense to assure payment.