United Methodist Church of Chugiak PO Box 670909, Chugiak, AK 99567

Purpose: To establish policy for REIMBURSEMENT from the general operating fund.

<u>Roles and Responsibilities:</u> Committees and individuals shall present appropriate documentation to the Treasurer to gain reimbursement.

- 1. Appropriate documentation may include but is not limited to receipts, invoices, and purchase orders. The Treasurer shall not reimburse without documentation.
- 2. Permission to purchase budgeted items must be obtained from the committee chair prior to purchase to guarantee reimbursement.
- 3. A determination of the purchased item(s) shall be made, as budgeted, or nonbudgeted.
- 4. If documentation is lost, or not available, the committee or individual seeking reimbursement will write a letter requesting reimbursement that explains, in detail, the purpose and cost. The Finance Committee shall approve/disapprove the request.
- 5. Notification shall be made to the Treasurer in either case and the letter then serves as documentation after approval/disapproval.

Routing

- 1. Finance Committee
- 2. Administrative Council