

RRNDOC Expense Reimbursement Preauthorization Form

RRNDOC will reimburse club members for authorized purchases made on behalf of the club. Regular purchases for routine supplies(see below) do not require preauthorization but non-routine purchases should have preauthorization by at least 2 board members in order to guarantee reimbursement. Purchases of items of a value of more than \$100 require majority board approval. All requests for reimbursement must be accompanied by the store receipt and be submitted within 4 months of the purchase.

Example of Routine Supplies:

Training Supplies: Folders, AKC material, Treats, Collars, Leashes

Office Supplies: Paper, printer cartridges, business cards

Cleaning Supplies: Soap, disinfectant, paper towels, toilet paper

Vending: Pop, chips

Requestor: _____ **Date:** _____

Items to be Purchased:

Item Description and Reason Needed	Item Estimated Cost
Estimated Total Cost:	

Signature of Board Members Approving Purchases:

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

Date that Board members approved purchase of items valued over \$100: _____

Approval should be documented in board meeting minutes.

***** Please attach this form when submitting an Expense Reimbursement Request Form. *****