

RRNDOC Reimbursement Policy

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

Request for Reimbursement Procedures:

Preauthorization

For non-routine items or items of a value of more than \$100, preauthorization is required in order to guarantee reimbursement. Please fill out an Expense Reimbursement Preauthorization Form and get the required signatures. Attach the form to the Expense Reimbursement Request Form.

Request Reimbursement

To request reimbursement for expenses incurred on behalf of RRNDOC, please fill out an Expense Reimbursement Request Form. Attach all sales receipts and, if necessary, Expense Reimbursement Preauthorization Forms. Place completed form in the Treasurer's inbox.

Reimbursement

The Treasurer, or if not available the President, will reimburse via check all approved items within 30 days of receipt of Expense Reimbursement Request form. First attempt will be to deliver check to you at the next membership meeting, otherwise the check will be mailed to you. Individuals authorized to sign checks will not reimburse themselves, but will request another to do so.