

Bay Area Photography Club Expense Authorization and Approval

Policy:

Members will not be reimbursed for any expense unless it has been properly authorized and approved by the officers of the Club. All expense reimbursements must be supported by the original invoice for the expenditure. Following are the procedures for obtaining reimbursement for any expenditure made on behalf of the Bay Area Photography Club.

Procedures:

1. Complete this form
2. Obtain approval of the expenditure from an officer of the Club. All expenditures greater than \$50.00 must be authorized by the officers of the club prior to making the expenditure.
3. Number and attach **original invoice(s)** and receipts to this form.
4. Get President, Vice President or Treasurer to approve expenditure and indicate approval by signing next to amount.
5. Submit this form and the original invoice(s) to Treasurer for reimbursement. Keep a copy of everything submitted for your records.

Submitted By:

Date Submitted:

| Receipt No | Vendor | Account Charged | Approved By | Amount |
|------------|---------------------|-----------------|-------------|--------|
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| | Total Reimbursement | | | |

Treasurers' Use Only: Date Reimbursed: _____

Check Number: _____