Woodworkers of Central New York, Inc.
Reimbursement Form

Payable to: Name: _____

              Address: _____
              (If Non-member)

                              _____

Date	Item(s) & Purpose	Item Cost

Submitted: _____ Date: _____
Signature of Person Submitting Request

☐ **Corporate**   ☐ **Carvers**   ☐ **Scrollers**   ☐ **Woodturners**   ☐ **Woodworkers**

Sponsor: _____ Date: _____
Signature of President/Chairperson

Budget Confirmed & Approved for Payment by: _____ Total $ _____

Budget Category(ies) & Allocation: _____

_____

Amount Reimbursed: $ _____   ☐ Cash _____   ☐ Check#: _____

                     $ _____   ☐ Cash _____   ☐ Check#: _____

Date: ____/ ____/ _____

Initial 1/23/2019

Woodworkers of Central New York, Inc.
Policy for Reimbursement

M embers or persons may be required to make purchases or expenditures using their funds in support of or on the behalf of the Woodworkers of Central New York, Inc. (Woodworkers CNY). This policy provides instructions for reimbursement of those expenditures. For reimbursement, all expenditures must be defined, budgeted, and approved.

To obtain reimbursement, the following actions and approvals are required:

- ✓ Provide name, address (if non-member), and expenditure information using the current *Reimbursement* form
- ✓ Attach receipts, invoices, and other supporting documentation for expenditures
- ✓ Sign the form
- ✓ Obtain appropriate sponsorship and approval by the President for non-Committee specific expenditures or by a Committee Chairperson for Committee related expenditures
- ✓ Submit completed form to the Treasurer for final processing and reimbursement

The Treasurer shall upon receipt of a *Reimbursement* form:

- ✓ Verify that funds are budgeted and approved for payment
    - o If the expenditure is not within budget or not budgeted, a *Budget Request* form shall be processed before proceeding with reimbursement actions
- ✓ Record the indicated actions and information required by the form
- ✓ Reimburse funds and record information required by the form
- ✓ After processing is complete, file the form in the financial file

Referenced Form: Reimbursement Form

Motion and first reading: November 28, 2018
Second Reading: January 23, 2019
Approved: January 23, 2019