

PNNC Plans and Policies (2023)

Reimbursement/Payment of Claims

The treasurer is authorized to pay all claims that are identified and included in the adopted budget or that are included in specific allocations approved by the board. A claim or expenditure not included in the budget or that exceeds the approved budget item shall require the approval of the board as an allocation prior to its expenditure and payment. The treasurer may refer any claim to the board for its action.

Reimbursement Procedures:

- To endorse claims, the committee chairperson or claimant shall submit a signed *PNNC Expense Voucher/ Record of Income* form to the treasurer with receipts or invoices attached.

- An approval signature on a voucher can be an e-mail message to the treasurer that authorizes the payment. Such an e-mail signature is to be sent by the committee chairperson or other person authorized to sign the voucher.

- For claims less than \$25 that have no associated receipt (such as home printing and copying), validation may be authorized with a signed *Expense Voucher/ Record of Income* form and expenditure enumeration.

- Reimbursement for mileage will be 22 cents per mile.
- Reimbursement for home copy/printing will be 10 cents per page.

- All reimbursement/payment requests shall be submitted within 30 days of the expense/purchase. After 30 days, expenses are considered a donation unless the board approves payment.

Income Voucher Procedures:

- The *Expense Voucher/ Record of Income* form will be use in cases where cash or checks are being collected by someone other than the treasurer. The submitter should include: check # or cash/ dollar amount/ payers name/ purpose of payment. Overflow entries may be included on a separate sheet and attached to the voucher.

Case Accounting Procedures:

- For fundraisers where cash collected is expected to be in excess of \$200.00, the treasurer shall ensure that on the day of the event all cash will be counted by two PNNC members and that a form or forms that have all relevant entries is signed and dated by the two members counting the cash that was collected that day. Cashiers for such

events are expected to count and verify cash (seed money) into the boxes before the event and to count any cash removed from the boxes (two members must count and verify amounts on supplied forms). All cash is to be counted at the end of the event and reconciled with all cash transactions for any given cash box.