

ReFuel Washougal

Policies and Guidelines

Subject: Disbursement of Funds Policy #100.01 Page 1 of 1

Date of Issuance: Approved by:

Disbursement Policy

Authorized expenses are those that further the work of the Friends of Re Fuel Friday as outlined in their mission statement.

- A signed and completed "Receipt Document" with original receipt attached shall be submitted to the treasurer for reimbursement of authorized expenses.
 - Receipts totaling less than \$125.00
 - No preauthorization is required. ○
 - Expenses totaling more than \$125.00
 - Preauthorization must be obtained prior to purchasing if you will be seeking reimbursement.
- Purchaser must seek reimbursement in a timely manner-preferably within 60 days of original purchase.
- For de minimis purchases without a receipt, please complete the receipt document and give a reason why a receipt was not attached. (ReFuel Washougal deem de minimis to be purchases of \$20.00 or less.)
 - Example: A volunteer purchased two bags of ice for a total cost of \$7.70 and the receipt inadvertently went through the wash.

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