

Procedures for Check Procurement and Reimbursement

PROCUREMENT

1. Must complete the appropriate form. (Word Document is found on the LJWC website)
2. If seeking a check procurement for a vendor or an expense, you must obtain the Committee Chair's signature on the form and attach the contract or the invoice.
3. Once the form is signed by the Committee Chair, the Committee Chair should forward to the Club Treasurer the form with instructions as to where the check should be mailed or to whom the check should be given from the LJWC.
4. The Committee Chair is responsible for obtaining a final paid invoice from the individual making the request and this final paid invoice should be sent to the Treasurer.

REIMBURSEMENT

1. Must complete the appropriate form. (Word Document is found on the LJWC website)
2. The form with the appropriate receipts attached should be given to the Committee Chair within 30 days of incurring the expense. If the individual fails to make the reimbursement request within the 30 days, the expenses will be considered a donation to the LJWC.
3. The Committee Chair should forward the signed Reimbursement Form with the appropriate receipts attached to the Club Treasurer within 5 business days of receiving the documents from the person seeking reimbursement.

No one should enter into any agreement or purchase anything without first talking with the Committee Chair for the event for which these services/goods are intended.