

**Silverdale Senior Center (SSC)  
Policies and Procedures Manual**

<b>Category:</b> Finances	<b>Subject:</b> Approval & Reimbursement of Expenses
<b>Board Approval:</b> 2-8-24 <b>Announced to Members:</b> 2-23-24	<b>Revision History:</b> Revised:
<b>Bylaws Reference:</b> 4.02E_7-18-24 ver.	<b>Responsible Party:</b> Treasurer

**POLICY:**

1. All SSC members, including Directors and Officers, must obtain prior approval from the Board of Directors before incurring any expenses on behalf of the organization.
2. Board of Directors' approval of expenditures shall be based on the approved budget.

**PROCEDURES:**

1. Approved expenses should be made using the SSC debit card. If not possible, personal funds may be used. However, itemized receipts are required for expenditures using both the SSC debit card and personal funds.
2. To obtain reimbursement of pre-approved personal funds, member must present an itemized receipt to the Treasurer or designee within 2 weeks of the expenditure.
3. Treasurer shall reimburse member within 30 days of receiving the itemized receipt and will retain receipt.
4. Treasurer shall keep a written, itemized monthly record of expenses and the expense category.
5. Treasurer will report total monthly expenses at the next membership meeting.