



Roseville Coalition of Neighborhood Associations

POLICIES AND PROCEDURES—ADMINISTRATION

Check Request -Reimbursement Procedure

RCONA Check Request Form (available on the RCONA website) is intended for internal use by RCONA E-Board or RCONA Board members only. It does not apply to direct payments made to RCONA vendors or suppliers. However, should time necessitate a personal payment advanced on behalf of RCONA, or reimbursement for an RCONA sponsored event, the Check Request Form must be submitted. Any supporting documentation, receipt, memo or invoice should be attached. The following procedure shall apply.

Procedures:

Responsible Party	Step	Action
Opening an Account		
RCONA Treasurer	1.	Authorizes expenditure of funds for reimbursable activity or RCONA need (if circumstance does not allow for direct RCONA payment).
Member requesting check/reimbursement	2.	Within thirty (30) days of issuance of payment, complete Check Request Form. Attach copy of supporting documentation, and submit to RCONA Treasurer (via hard copy or email).
RCONA Treasurer	3.	Within thirty (30) days of receipt of Check Request Form: <ul style="list-style-type: none"> • Review Request and verify against prior authorization; • Issue check; • Make appropriate entry in log of expenditures; • File Request with official Treasurer records.

Adopted: February 16, 2012