

## **SUBMISSION OF CHECKS, CHECK ISSUANCE REQUESTS, and REIMBURSEMENTS**

*NOTE: This procedure provides guidelines for submitting monies, check issuance requests, and expense reimbursement requests to the ABTC Treasurer. The attached form should be used as noted in the guidelines. Any questions regarding these guidelines can be forwarded to the ABTC Treasurer by either e-mail or directly by telephone.*

### **SUBMISSION OF CHECKS ...**

Cash should never be sent through the mail. If substantial monies are involved, recommend they be forwarded to the ABTC Treasurer by either Certified Mail or Priority Mail with Delivery Confirmation.

All monies should be in the form of checks and/or money orders made out to "ABTC, Inc."

All monies should be in US\$ only. *(The ABTC has to pay its bank a fee for any monies not made in US\$.)*

Include a brief note with submitted checks that describes what they are for. For example: "new membership applications", "donations" (include the appropriate reason ... memorial, health fund, rescue fund, etc.). This is important to insure the checks are posted to the proper club ledger account.

Include your name as the person forwarding these monies.

### **CHECK ISSUANCE REQUESTS ...**

ABTC members authorized to submit an invoice or other acceptable documentation to the ABTC Treasurer for direct payment do not need to submit a CHECK ISSUANCE REQUEST form. Simply signify approval of the payment by signing and dating the appropriate paperwork, and then forward to the Treasurer for payment. Recurring invoices such as those for printing of the TNT, etc. can be forwarded directly to the Treasurer by the appropriate vendor.

ABTC members requesting issuance of a payment to a company/individual without an invoice or other acceptable documentation must complete and submit a CHECK ISSUANCE REQUEST form. Include the reason for the expenditure, the amount of the expenditure, and the name and address of the party to whom the payment should be issued. Sign and date the request form, and forward to the Treasurer for payment.

Obtain BOD approval signature if expenditure exceeds \$250.00.

NOTE: A scanned image of a CHECK ISSUANCE REQUEST and/or invoice attached to an e-mail sent to the Treasurer is acceptable as long as the requestor's signature is present. (NOTE: Should be a .pdf or .jpg file.)

### **EXPENSE REIMBURSEMENTS ...**

List all expense items separately, and then total them.

Attach copies of receipts or other supporting documentation.

Make sure receipts match the line items described on the form.

Include the name and address of the person to whom the check should be mailed.

Sign and date the form. Obtain BOD approval signature if expense exceeds \$250.00.

Forward to the Treasurer for payment.

NOTE: If a receipt has been lost or is otherwise unavailable, please explain this on the back of the form.

Effective: 7/3/07

# American Belgian Tervuren Club, Inc.

## CHECK ISSUANCE REQUEST / EXPENSE REIMBURSEMENT FORM

**TO:** AMERICAN BELGIAN TERVUREN CLUB, INC.  
 c/o Susan Harris, Treasurer  
 319 Harris Dr  
 McDonough, GA 30252

**\*\*\* NOTE \*\*\***

- All expenditure requests in excess of \$250.00 require BOD approval.
- Requests must be signed and dated by the requestor.
- Requests may either be sent by USPS mail or by e-mail.
- If sent by e-mail, attachments must be in .pdf or .jpg format.

REQUESTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**CHECK ISSUANCE REQUEST** *(use in lieu of an invoice)*

AMOUNT OF CHECK TO BE ISSUED: \_\_\_\_\_ DATE REQUIRED TO BE PAID BY: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>EXPENSE REIMBURSEMENT</b> <i>(attach receipts ... explain on back if receipts are not available)</i>				
DATE PAID	DESCRIPTION OF EXPENSE	PAID TO	RECEIPT?	AMOUNT
				\$
				\$
				\$
				\$
				\$
				\$
			<b>TOTAL</b>	\$

SEND CHECK TO: \_\_\_\_\_

STREET ADDR: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Chairperson Approval: \_\_\_\_\_ Date: \_\_\_\_\_

ABTC BOD Officer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR TREASURER USE ONLY</b>	CHECK ISSUE DATE	CHECK NUMBER	TOTAL AMOUNT	CHECK SENT DATE