

Kentucky Orchid Society

Reimbursement of Expenses Policies

The Kentucky Orchid Society is establishing the following policies relating to reimbursement of expenses for directors and members.

General Reimbursement Policies

- 1) All reimbursements shall be approved in writing by an officer. The Board may delegate approval of expenses below a certain amount to an officer other than the Treasurer.
- 2) The Treasurer shall pay properly documented and authorized expenses.
- 3) The Treasurer shall maintain records documenting the nature of all reimbursed expenses.
- 4) KOS does not maintain petty cash or reimburse from a petty cash fund.
- 5) Requests for reimbursement of expenses need to be made not more than 60 days after the expense was incurred.
- 6) All expenditures must be authorized in advance by the board or by an officer. Expenditures that were not authorized in advance will be made solely at the discretion of the board.
- 7) A receipt, original or copy, must accompany any request for reimbursement.

***Purchase Authorization and Payments**

Budget purchases and payments shall be authorized by at least one Officer for amounts up to \$1,000; amounts over \$1,000 require authorization of two Officers. No person shall authorize payments to himself, herself or to a family member.