

PCD Foundation Policies Requisition and Reimbursement

PCD Foundation Policy Regarding Requisition of Supplies and Materials

Purpose

This policy is intended to insure fiscal responsibility and to maintain the integrity and reputation of the PCD Foundation

Requisition Request

Items purchased on behalf of the PCD Foundation, including supplies, marketing materials and promotional items, must have written pre-authorization and a signed requisition form from the PCD Foundation

The requisition form should be completed and forwarded to the Foundation Treasurer using the contact information on the form. In the event the total dollar figure requested is not known, a maximum estimated dollar amount should be provided.

Except in circumstances as described in "Reimbursement Request" below, requisition requests must be completed and approved for PCD Foundation in order for reimbursement. Purchases made without this pre-approved requisition, except as noted below, will not be reimbursed by the Foundation.

Requisition approvals can be authorized by the Foundation President, Executive Director and/or the Treasurer.

Request for Reimbursement

From time to time, individuals or volunteers working on behalf of the PCD Foundation may have unanticipated minor expenses. We appreciate the efforts of our volunteers and do not wish to place additional financial burden on them. Whenever possible, all expenses should be pre-approved. However, small, unanticipated expenses that don't meet the requirement for requisition can be reimbursed using a Request for Reimbursement Form. This form, plus supporting documentation such as receipts, should be completed and mailed to the PCD Foundation within 60 days of incurring the expense. An extension can be granted at the discretion of Treasurer. Receipts more than 180 days old will not be reimbursed.

