



## **CALIFORNIA FLY FISHERS UNLIMITED**

**Sacramento's Oldest Fly Fishing Club...Since 1962 [www.cffu.org](http://www.cffu.org)  
N.C.C.F.F.F. Affiliate**

### **CHECK REQUEST and REIMBURSEMENT PROCEDURES**

BOARD APPROVED 8-28-08. Amended 2-1-2016

**REIMBURSEMENT PROCEDURES** to CFFU members.

THE TREASURER IS NOT AUTHORIZED TO ISSUE REIMBURSEMENT CHECKS UNLESS ALL OF THE BELOW REQUIREMENTS HAVE BEEN MET.

1. All expenditures must have prior C.F.F.U. Board approval
  - Budgeted line items in the current Board approved budget constitutes Board approval.
  - All non-budgeted expenses must receive Board approval PRIOR TO the expenditure.
  - Any expenditure made by a member without prior Board approval may not be reimbursed.
2. All requests for reimbursement must be submitted within 30 days of the expenditure. Exceptions may be granted with the approval of the Board of Directors.
3. All requests for reimbursement must include a completed and signed CHECK REQUEST FORM (revised 2-1-2016) and all original receipts.
4. In the event that original receipts are lost, payment may be made with the approval of the Board of Directors. The completed CHECK REQUEST FORM must be submitted with the reason the receipts are not available explained in the comment section. Other records such as debit card / credit card statements, check register etc. can be used as supporting documentation if available.
5. If the reimbursement request is for a budgeted item (i.e. newsletter, refreshments etc.) AND the expenditure is within the budgeted amount for the year, no prior approval is required. If the request exceeds the budgeted amount for the year, the Board of Directors must approve an increase in the budget PRIOR TO any reimbursement being made.
6. All monies collected on behalf of the CFFU must be turned in to the treasurer prior to any reimbursement being made.

## **CHECK REQUEST PROCEDURES – to vendors.**

In the event a member requires a check be issued by the treasurer as payment for services (e.g. Deposit for annual dinner, Presidents outing), the following procedures must be followed:

1. The member must complete the CHECK REQUEST FORM (Revised 2-1-2016) specifying the reason for the check (i.e. deposit for annual dinner).
2. If available, the requestor must submit copies of documents supporting the request for the check and the specific amount requested (e.g. invoice, receipt etc.).
3. As soon as possible after payment has been made, the member must submit to the treasurer documentation supporting the expenditure. Examples are a copy of the signed contract for services, receipts for products received etc.