

NM MOP Expenditures and Reimbursement Policy

The following is the policy for making expenditures and receiving reimbursements from the NMMOP bank account.

The intent of this policy is to facilitate consistent and effective stewardship of NMMOP funds, as well as to not spend funds we don't have.

There may be situations where time-constraints get in the way of pre-approval. While there is no guarantee of reimbursement without prior approval, in these cases, the person considering the expenditure should attempt to contact one or more BOD members to discuss the expenditure.

- To receive funding, the organizers of any NMMOP project (meetings, conferences, events, travel, etc.) or other person seeking reimbursement for an expense made on behalf of NMMOP must complete a NMMOP Expenditures and Reimbursement Request Form (attached as Addendum A) and submit a budget to the BOD or Executive Committee in advance of the expenditures.
- To guarantee funding, all expenditures must be approved in writing by the BOD.
- Request for any reimbursement must be made within 30 days of the date of the receipt.

The above policy was adopted by the Board of NMMOP on June 18, 2018.

____ Signed _____
Bruce Berlin, President

Date: __6-30-18_____

____ Signed _____
Hannah N. Burling, Secretary

Date: __6-30-18_____

Addendum A

NM MOP Expenditures and Reimbursement Request Form

Date _____

Committee or Project _____

Person completing form _____

Requesting Approval for Expenditure please check here ____

-or-

Requesting Reimbursement please check here ____

Amount requested _____

Person to whom reimbursement check is to be written _____

Is budget or specific description of expenses attached? (required) please check here ____

Are receipts attached? (required) please check here ____

Description of Reason for Request (please include who, what, why, when, where)

Has BOD approval already been obtained? (please describe, with dates and names) yes _ no _

Other pertinent information:

This part to be completed by BOD Treasurer only

1. Request Approved _____ (date) _____
2. Request Denied _____ (date) _____
3. Further information requested _____ (date) _____
4. Request Approved with Changes _____ (date) _____

Changes: