

# ReFuel Washougal

## Policies and Guidelines

---

**Subject:** Disbursement of Funds

Policy #100.01

Page 1 of 1

Date of Issuance:

Approved by:

---

### **Disbursement Policy**

Authorized expenses are those that further the work of the ReFuel Washougal as outlined in their mission statement.

- A signed and completed "Receipt Document" with original receipt attached shall be submitted to the treasurer for reimbursement of authorized expenses.
  - Receipts totaling less than \$125.00
    - No preauthorization is required.
  - Expenses totaling more than \$125.00
    - Preauthorization must be obtained prior to purchasing if you will be seeking reimbursement.
- Purchaser must seek reimbursement in a timely manner-preferably within 60 days of original purchase.
- For de minimis purchases without a receipt, please complete the receipt document and give a reason why a receipt was not attached. (ReFuel Washougal deem de minimis to be purchases of \$20.00 or less.)
  - Example: A volunteer purchased two bags of ice for a total cost of \$7.70 and the receipt inadvertently went through the wash.