

Guidelines for purchases and submitting expenses

1. Purchasing process:
 - a. All purchases made on behalf of the club must be preauthorized by having been included in a budget, and the budget must have been passed by the board before purchases are made.
 - b. Budgeted purchases must be authorized by the person in charge of that budget, as designated by the board.
 - c. Any proposed purchases which are not budgeted must be pre-approved by a vote of the board at a board meeting. The board will authorize the expenditure in writing and a record of these authorizations will be kept by the treasurer. If for some reason it is not practical to wait for a board meeting for approval, then as a second resort only, approval may be obtained by an email to all directors. The email should be straight forward, give adequate details, and require a simple approve/reject answer.
 - d. If a person spends money and was not authorized to do so, he/she should not expect to be reimbursed.
 - e. For items costing over \$500, at least 2 quotes should be obtained and presented to the board or a board appointed designate.
2. To submit expenses
 - a. Please submit expenses using the form found on the club website (“About” tab, under Club Policies: <https://forms.gle/8Tr5zvNrvQUEUoUK7>)
 - b. You must submit the original store receipt or a photocopy. The receipt must contain the date and a description of the item. In case of an expense with no receipt, such as mileage, then a handwritten invoice containing the above will be accepted.
 - c. Along with the receipt, you need to indicate to the treasurer which budget the expenditure is from, and which subcategory within that budget. E.g. Jackrabbit budget-food
 - d. Receipts should be submitted to the treasurer in a timely fashion so she/he can keep up to date records of the total expenditures of the club.
3. The treasurer will ensure that all submitted expenses have been properly budgeted for and approved before writing a check. This may mean that checks might not be written immediately upon receipt of a receipt. If in doubt, the treasurer should bring the receipt to the next board meeting.
4. Mileage expenses must be preauthorized like any other expense. The distance to a certain place can be determined by using Google maps. A per km rate of \$.32 per km will be paid to the driver of the vehicle. If possible, people going to the same event will be expected to carpool. No mileage will be paid without submission of a handwritten receipt stating the date, purpose of the trip, who went, and km to the destination.
5. Guidelines for drafting budgets
 - a. Use last year’s final expenditures as a guide to projected expenditures this year
 - b. Budgets must be submitted on the standard excel spreadsheet provided by the treasurer.
 - c. Budgets need to be submitted to the board by the end of June if possible so they can be approved by mid August in time for creating brochures with program fees for club day at the mall in early September. (It is often difficult to get the board together over the summer, so ideally the board will approve budgets in June).