

INDIANA PRESSLER MEMORIAL CHAPTER OF HFMA
Check Processing

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Revised: October 15, 2008
June 29, 2006
December 12, 2005
February 25, 2004

DEFINITION:

This policy and procedure is applicable to the payment of all Chapter expenses.

POLICY:

It is policy of the Board of Directors that all requests for payment of Chapter expenses meet the following conditions:

1. Supported by receipts, valid invoice, or other supporting documentation sufficient to validate the expenditure;
2. Properly approved in accordance with Chapter policies/procedures; and
3. Submitted on the Chapter Expense Claim Form, vendor invoice or other form acceptable to the Secretary/Treasurer.

The Chapter Treasurer will pay any invoice presented for payment that represents an approved budget item without the need of a second approval, not to exceed 105% of the budgeted amount. All expenditures will be tied back to the budget approved for the Chapter Year.

Non-budgeted expenditures up to \$1,000 will require the Treasurer's approval before the expenditure is incurred. If the expenditure is being incurred by the Treasurer, the President or another officer in the absence of the President, must approve the expenditure.

Non-budgeted expenditures in excess of \$1,000 or more will require two approvals (Treasurer and President or other officer in the absence of the President) before the expenditure is incurred.

Non-budgeted expenditures in excess of \$2,500 will require approval by a majority vote of a quorum of the board of directors before the non-budgeted expenditure is incurred. That vote may be obtained via email with the emails being printed and attached for review purposes.

Travel expense reimbursement may meet different criteria. Refer to the Travel Expense Reimbursement policy for specific requirements.

PROCEDURE

Step 1: Expenses submitted by a committee member will need the chairperson's sign-off for approval of the expense to be paid. Approval can be given via email with supporting documentation attached for review purposes. The expense reimbursement request by mail or email should be sent to the Administrative Assistant for transmittal to the Treasurer for payment.

Expenses submitted by the Administrative Assistant will have his/her sign-off for payment approval.

All other expenses will need to be approved by the Treasurer and another officer and a sign-off on the documentation for payment. The approval can be given via email with that email being printed off and attached for review purposes.

Appropriate sign-off will include signing and dating the invoice or expense reimbursement form. Approval for reimbursement can be given via email which will be kept with the reimbursement request. A copy of the email and supporting documentation will be sent to the Administrative Assistant.

Step 2: All requests for payment meeting the above conditions are sent to the Treasurer.

Note: If the above conditions are not met, the requests will be returned to the appropriate Committee Chairperson, and/or officer.

Step 3: The Treasurer will prepare and sign a check and mail the check to the payee. If on-line payment processing is used, the Treasurer will enter the payment for processing, print the bank authorization, and attach it to the request for the check.

MANUAL CHECK POLICY

Step 1: The Treasurer will prepare and sign a check and mail it to the payee.

Step 2: For all items requiring two approvals, the Treasurer will send the above items with a copy of the expenditure request (and other supporting documentation via email) to the President (or other officer in the absence of the President) for signature and mailing.

ONLINE BILL PAYMENT

- Step 1 : The Treasurer will prepare an online bill payment.
- Step 2: The Treasurer will submit the payments for all items requiring only one approval.
- Step 3: For all items requiring two approvals, the Treasurer will send the invoice and other supporting documentation to the President (or other Officer in the absence of the President) for approval (signing off on invoice). Approvals can be given via email with a copy of the email printed and attached for review purposes.
- Step 5: The President or Other Officer will review the expenditure, approve, and e-mail the Treasurer that payment can be submitted.

BOTH MANUAL AND ONLINE BILL PAYMENT

- Step 6: Copies of all Expense Requests or other supporting documentation will be kept by the Treasurer and attached to a copy of the signed check or bank confirmation that is printed after online bill pay.