

FINAL Procedure for MGVS Reimbursement for Expenses

Eligibility for Reimbursement

Reimbursement will be limited to authorized individuals in the MGVS Club. The authorized individuals will include: MGVS Treasurer; MGVS Committee Chairmen; and not more than 2 committee members from each MGVS committee

Purchase Approval

MGVS projects identified as a line item on the MGVS annual budget do not need special approval. The purchases should be made by the authorized individuals to assure prompt reimbursement.

MGVS purchases can be requested to be made by the OSU Extension office staff, Ed or Faye.

MGVS purchases that are above the annual budget allocation, must be approved by the general membership.

Reimbursement Process

Reimbursement requests will include the original payment receipt and a brief description of the item purchased and for which project the item will be used.

Requests for reimbursement can be given to the club Treasurer or taken to the OSU Extension office and given to Faye.

Reimbursement requests that are presented to the OSU Extension office, Faye, by Monday morning, will result in a reimbursement check on Tuesday which will be mailed on Wednesday from the state of Ohio.

Purchases made by Ed or Faye do not require a reimbursement as they will access the MGVS account directly.

The MGVS Club will maintain a checking account at the Hocking Valley Bank with a minimum balance of \$250. And, the Treasurer will retain an additional \$300 from annual fund raising for direct payment of honorariums for guest speakers or other incidental club expenses.