



Purchasing and Reimbursement Policy (July 2023)

Disbursement of Club Funds

Pursuant to the board's consent agenda, officers (president, vice president, and treasurer) of the Bloomington Pickleball Club, Inc. (hereafter, the Club) are entrusted and permitted to make decisions regarding the spending of Club funds for transactions of up to \$1,500 without additional board approval (see BPC Board Minutes 11/15/2022). Officers are issued debit cards pertaining to the Club's bank account and should use these cards to make purchases unless there are extenuating circumstances. Officers should retain receipts for all such transactions and send copies to the Club treasurer soon after each transaction is made to ensure adequate record keeping.

In the course of their responsibilities, board members will at times need the board to make purchases to facilitate the Club's operating activities. Under normal circumstances, board members should always work with club officers so that such purchases are made by Club officers on behalf of the board using their assigned bank cards. Under extenuating circumstances, board members including officers may make purchases using their own funds and request reimbursement following the Club's reimbursement policies as described below.

Reimbursement of Purchases Through Club Funds

The following requirements must be followed for board members to receive reimbursement of purchases through club funds:

- The purchases must be formally approved in writing (email, text, or Slack) by the Club president or vice president before the purchases are made.
- Such approvals should include a clear description of what is being purchased along with a reasonably accurate estimate of cost. Note: The cost must be below the \$1,500 threshold unless the board has formally approved the purchase.
- Board members seeking reimbursement for purchases must provide complete receipts with proof of payment along with a completed BPC reimbursement request form within three weeks of the purchase date.
- Reimbursement forms should be signed or include written approval by the board member seeking reimbursement that the information included is correct.

Following the receipt of the completed reimbursement package, the Club treasurer will process the reimbursement and make payment to the requestor.