**POLICIES AND PROCEDURES FOR PAYMENTS AND REIMBURSEMENT REQUESTS, Rev 06-24-2024**

**Purpose:**

The purpose of this policy is to establish guidelines for the proper authorization, preparation, and approval of check requests for the disbursement of funds by the First Coast Sailing Association, Inc. (FCSA), ensuring accuracy, accountability, and compliance with budgetary regulations.

1. **Check Request Form Usage:** Check request forms must be used for all disbursements of FCSA funds, including but not limited to purchases and payments for contractual professional services under approved contracts. Routine items such as Post Office Box, Storage Unit, and Office Supplies do not require a check request.
2. **Preparation of Check Requests:** The originating department is responsible for preparing the check request accurately and completely. This includes:
   1. Complete name and address of vendor (1099’s),
   2. Date prepared and date check is required,
   3. Detailed description of items purchased or services rendered,
   4. Budget line item and amount to be charged,
   5. Evidence of three (3) quotes for purchases exceeding $2,500,
   6. Required receipts of the appropriate department Chairman,
   7. Approval by the Chief Executive Officer for sole source venders over $2,500,
   8. Invoice and supporting documentation attached
3. **Approval Process**: After the department Chairman approves and signs the check request, it is submitted to the Treasurer for review and approval via email with all supporting documents scanned and attached in a minimum of 300 dpi. The Treasure shall ensure:
   1. All required documentation is attached,
   2. Supporting documentation confirms receipts and acceptance of items or services,
   3. Correct budget line item and amount are charged,
   4. Sufficient funds are available in the budget line item,
   5. Authorization for payment is provided.
4. **Compliance and Accountability**: All parties involved in the check request process mut adhere to these guidelines to maintain compliance with financial regulations and ensure accountability in the use of FCSA funds. Failure to comply may result in delays in payment processing.
5. **Record**-Keeping: Records of all check requests, including supporting documentation, approvals, and authorization, shall be maintained by the Treasurer via digital storage for audit and reference purposes.
6. **Revision and Review**: This policy shall be subject to periodic review and revision as necessary to ensure alignment with organizational needs and regulatory requirements.
7. **Communication**: This policy shall be communicated to all relevant members and departments to ensure awareness and understanding of the procedures for payments and reimbursement check requests.
8. **Implementation**: This policy shall be implemented immediately upon approval by the Board of Directors.
9. **Authority**: The Board of Directors reserves the right to modify, amend, or revoke this plicy as deemed necessary.
10. **Effective Date**: This policy shall take effect on (Date TBD).