

4. POLICIES for EXPENDITURES and REIMBURSEMENTS

(Adopted by SONC Board, July 29, 2008, Revised September 12, 2011,
Revised and approved by SONC Board, April 8, 2013)

1. A **Committee Chair** may authorize up to **\$50.00** in expenditures in a single month for committee supplies, photocopying, etc. from a Board approved funded budget line item with notification to the Treasurer.
2. The **President and Treasurer** may authorize expenditures from **\$50.01 to \$250.00** from Board approved funded budget line items. The President will notify the Treasurer when such expenditure(s) has (have) been authorized by her or him.
3. Any amount from **\$250.01 to \$500.00** must be submitted to the Finance Committee for approval, and then authorized by the **Executive Committee or the full Board**.
4. Any amount over **\$500.01** must be submitted to the **Finance Committee** for approval and then authorized by the full Board.
5. For any time sensitive expenditure or reimbursement when it isn't feasible for the Finance Committee to meet, the Finance Committee Chair/Treasurer may waive the need for Finance Committee approval and refer the matter directly to the appropriate SONC Body (Executive Committee, or the full Board) for authorization.
6. Any expenditures or reimbursements which exceed Board approved funded budget line items will require reallocating available funds from existing budget line items and Board approval.
7. Any **Board Member request for reimbursement** must be submitted to the Treasurer with the following:
 - 1) Original receipt/invoice showing item/service is paid
 - 2) Depending on the payment method, front and back copy of endorsed check or credit card statement showing the amount paid.
Cash purchase requires only paid receipt/invoice.
8. All expenditures and reimbursements will be made in accordance with City of Los Angeles and Department of Neighborhood Empowerment (DONE) policies and procedures.