

Guidelines for Member Reimbursement or Vendor Payment

In general, authority to obligate MH Kiwanis funds rest with Club Officers, Directors, and designated project/program managers as authorized in the Board approved budget. Final payment approval and quality control will be by one of the Clubs Treasurers. (The Treasurer (or any assistant Treasurer) will have any payment request generated by themselves approved by a separate Treasurer.) Requests for payment will be accompanied by an invoice or receipt and should not include any taxes. Members will not be reimbursed for taxes paid unless specifically authorized by the Club Treasurer.

The approved budget is a guide to the Empty Bowls and Bell Ringing program/project managers where the net proceeds are passed directly to the Foundation and on to the recipient. The managers of Peaches, Craft Fair, Parade, and other sponsorship fund raising efforts should treat the difference between income and expense in the approved budget as the fund raising goal for their project and attempt to exceed that number when possible. Others authorized to obligate budgeted MH Kiwanis funds (President, Secretary, Sgt @ Arms, Treasurer, VP's, SLP director, Dictionaries manager, etc.) will treat the assigned expenses as an amount not to be exceeded, without prior Board authorization.

Request for member Reimbursement

Request for Reimbursement from any MHK member will follow these procedures:

1. If the member submitting the request is one of those authorized to obligate funds, they should complete the form, include the paid receipt, and submit directly to the Treasurer and/or an assistant Treasurer (with a courtesy copy to the Bookkeeper, mhkbookkeeper@gmail.com) for payment approval
2. If the Member submitting the request is not authorized to obligate funds, they will complete the Reimbursement form to the best of their ability.
 - a. Include the paid receipt
 - b. Submit the completed forms to the authorized manager
 - c. The authorized manager will review the expense, verify authority for payment, and transmit the forms to the Treasurer (or any assistant Treasurer) with an info copy to the Bookkeeper.
3. Upon receipt of the request, the Treasurer or an Assistant Treasurer will:
 - a. Review the form for accuracy
 - i. Confirm or correct the expense account number

- b. Approve the payment and send to the Bookkeeper for action or return the form for further clarification (if needed)
4. The Bookkeeper, upon receipt of the payment approval will initiate payment to the requester in the form of Club account credit or if preferred by check. Notification will be sent to the individual, authorized manager, and the Treasurers.

Request for Vendor Payment

Request for direct payment to a merchant, Kiwanis International, or other vendor/organization from any MHK member will follow these procedures (member should obtain an invoice at the time of the transaction and submit for payment as quickly as possible):

1. If the member submitting the request is one of those authorized to obligate funds, they should complete the form, include the vendor's invoice, and submit directly to the Treasurer and/or an assistant Treasurer (with a courtesy copy to the Bookkeeper, mhkbookkeeper@gmail.com) for payment approval
2. If the Member submitting the request is not authorized to obligate funds, they will complete the Reimbursement form to the best of their ability.
 - a. Include the appropriate invoice
 - b. Submit the completed forms to the authorized manager
 - c. The authorized manager will review the expense, verify authority for payment, and transmit the forms to the Treasurer (or any assistant Treasurer) with an info copy to the Bookkeeper.
3. Upon receipt of the vendor payment request, the Treasurer or an Assistant Treasurer will:
 - a. Review the form for accuracy
 - i. Confirm or correct the expense account number
 - b. Approve the payment and send to the Bookkeeper for action or return the form for further clarification (if needed)
4. The Bookkeeper, upon receipt of the payment approval will initiate payment to Vendor/Organization by Electronic funds transfer (if possible) or by check. Notification will be sent to the individual, authorized manager, and the Treasurers.

EMAIL addresses for approvals

TRESURER: Jack Fry – fryjack@aol.com – mhkiwanistreas@gmail.com

Assistant Treasures:

Bryan McMeekin – mworke@comcast.net

Jim Murphy – patt.and.jim@gmail.com

Marianne Black – co_sunshine2002@yahoo.com

Steve Stephenson – Peakview2@comcast.net

Pete Peterson – pete80132@gmail.com

BOOKKEEPER: Kathy Strom – kastrom@q.com – mhkbookkeeper@gmail.com