

*Texas Society of Interpreter for the Deaf***Finance Policy**Incurring Financial Liability:

When incurring budgeted expenses for the organization, an officer may have the bill sent directly to the Treasurer or request reimbursement if the expense is a budgeted and approved expense. However, each expense must be included on a TSID Reimbursement Request Form. Bills sent directly to the treasurer will not be paid until the Reimbursement Request Form is received.

Any requests for payment/reimbursement, which will cause that line item in the approved budget to go over by less than \$50.00 can be reimbursed with written permission from the TSID president. Any expenses causing the line item to go more than \$50.00 over budget must follow the Authorizing Payment policy below.

Authorizing Payment:

Any expense not included in the current budget requires a motion by the Executive Board.

Reimbursement:

When requesting reimbursement, receipts and a summary of expenses (including the purposes of expenses) are to be given to the Treasurer on the TSID Reimbursement Request Form. Checks for approved/budgeted expenditures will be processed and mailed within fourteen (14) days. Any reimbursement requests falling outside of budget will be brought to the next Executive Board meeting for action.

Deposits:

All monies received by the treasurer or the home office mail person must be deposited within fourteen (14) days.

Check Signatures:

The President and the Treasurer plus two other Executive Board officers are to be authorized to sign checks. All checks require the signature of two officers

Texas State Sales Tax:

TSID is state sales tax exempt in the state of Texas and does not reimburse sales tax. Therefore the purchaser is responsible for providing a tax-exempt form to the merchant. These forms are available from the Treasurer or on the Board Website.

DOCUMENT HISTORY:

- Established 09/1995
- Revised 01/2001
- Revised 09/2001