

***Creativity Unlimited in Wisconsin***  
**Policy and Procedure for Purchasing & Expenses**

**Purpose:**

Members of the board or appointees to positions in CUW have the authority to make purchases in accordance with approved budgetary amounts on behalf of the organization. Policies and procedures are needed to assure cost control and accountability, while minimizing the amount of volunteer time and effort needed to seek reimbursement for these purchases.

**Policy:**

A board approved budget serves as a guideline for CUW expenditures. Persons authorized to make purchases should attempt to ensure that expenses incurred do not exceed approved budgetary amounts for a particular expense category. Purchases can be paid using personal funds or the CUW checking account. The tax exempt number will be used when feasible.

If expenses for a budget category will exceed the amount in the board approved budget by more than \$200.00 or 25%, whichever is less, approval from the majority of board officers is required. Similar officer approval is required for any expenses, regardless of amount, falling outside the categories listed in the board approved budget.

Persons authorized to incur expenses will submit a Payment Request Form along with corresponding receipts or invoices and the treasurer will reimburse the appropriate payee in a timely manner.

**Procedure:**

- A. Persons authorized to make purchases or incur expenses will:
1. Purchase items staying within the appropriate budgeted amount per category and make payment using personal funds or with a CUW check from the treasurer.
  2. Complete the Payment Request Form.
    - The Payment Request Form (spreadsheet or PDF) can be accessed from the CUW website under 'Board', and filled in electronically or printed and completed in ink.
    - Budget accounts and payee can be accessed from the drop down menus on the form if completing electronically.
    - A Payment Request Form will be completed for each payee.
  3. Make a copy of your receipts to retain as a backup record and keep an accurate record of all expenditures.

4. Submit expenses on a completed Payment Request Form along with receipts directly to the treasurer within 30 days of incurring the expense or making a purchase.
  5. Submit an invoice and completed Payment Request Form to the treasurer within one week when direct payment through the CUW checking account will be used.
  6. Contact the AD, who will then contact the board officers to request approval for unbudgeted expenses or for those that exceed a budgeted line item by more than \$200.00 or 25%, whichever is less
- B. The treasurer will:
1. Review the Payment Request Form with receipts or invoice to assure that it is completed as prescribed, is mathematically accurate and confirm that proper approval was granted by the board officers, if needed.
  2. Enter the expense into the accounting system.
  3. Send reimbursement to the payee within 14 days of a properly executed Payment Request Form.
- C. The AD will:
1. Upon being notified that an expense may exceed the budgeted amount or is unbudgeted, notify the board officers, either by phone or email, and seek their approval or refusal of the expense.
  2. Communicate to the person requesting approval of the expense if the board officers approve the expense.
  3. Communicate to the person requesting approval of the expense if the board officers deny the expense.
- D. Board officers will:
1. Upon being notified by the AD that an expense may exceed the budgeted amount or is unbudgeted, provide the AD with either approval or refusal of the expense within 3 business days of receiving the request.

**Additional Documents:**

- A. Purchasing & Expenses Policy and Procedure Executive Summary Memo
- B. Payment Request Form

**Date Authorized:**

1-30-10

**Dates Reviewed:**

9-10-11 KB-L

9-14-12 KB-L

12-9-14 Revisions approved by board as follows:

**Policy:** Paragraph 2, delete \$100.00 or 10% and replace with \$200.00 or 25%.

**Procedure:** A. 2. Add '(spreadsheet or PDF) can be accessed from the CUW website under 'Board'.

**Procedure:** A., B., & C., delete 'financial director' and replace with 'treasurer'

1-18-15 Revisions approved by board as follows:

**Purpose:** Delete 'Board members' and replace with 'Members of the board or appointees to positions in CUW'

**Policy:** Paragraph 1, delete 'Board members' and replace with 'Persons authorized to make purchases'. Delete 'Board members will make an effort to use' the tax exempt number whenever possible' and replace with 'The tax exempt number will be used when feasible.

**Policy:** Paragraph 3, delete 'Board members' and replace with 'Persons authorized to incur expenses'.

**Procedure:** A. Delete 'Board members' and replace with 'Persons authorized to make purchases or incur expenses'

**Procedure:** C. 1. Delete 'by a Board Member'.

**Procedure:** C. 2. Delete 'Board member incurring'-and replace with 'person requesting approval of'.