



Policies and Procedures

Policy 1 Purchases

I. Scope

All purchases by or on behalf of the Central Ohio Woodturners (here in referred to as the Organization) are governed by this policy.

II. Definitions

Dollars	all dollar amounts described in this document are expressed in US Dollars.
Purchase	all items obtained from the same vendor during the same visit to the vendor (even if purchased with separate receipts).
Sales tax	purchases (other than those for resale) that are completed by or on behalf of the Organization must include the appropriate sales tax.
Steering Committee	the name used by the Organization to refer to its Board of Trustees.

III. Purchasing Rules

- a. Only selected Organization members are authorized to make purchases on behalf of the Organization. In general, if you have volunteered for a specific task, you are authorized to make purchases (subject to these rules) related to that specific task. All other individuals are to contact the Treasurer prior to making any purchases.
- b. Any purchase totaling less than \$50 may be done without prior approval.
- c. Any purchase totaling \$50 or more but less than \$200 requires the prior approval of at least one of the elected officers.
- d. Any purchase totaling \$200 or more require the prior approval of the Steering Committee.
- e. No purchase is to be billed directly or indirectly to the Organization without the prior approval of the President or Treasurer.



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IV. Exempted Purchases

The following routine purchases have special purchasing rules:

- a. The purchase of refreshments for the regular Tuesday evening meetings does not require prior approval, if the total purchase price is less than \$50.
- b. The costs associated with printing (black and white only) and mailing the monthly newsletter and special event flyers do not require prior approval, if the costs are less than \$150.

V. Request for Reimbursement

- a. All requests for reimbursement must include appropriate receipts (there are no exceptions without the approval of the Steering Committee).
- b. All requests for reimbursement must be submitted to the Treasurer within 30 days of the purchase date.
- c. Please do not include the purchase of personal items on the same receipt as items purchased for the Organization. If personal items are on the same receipt, they must be clearly identified.
- d. The purchase of items to be held for resale must be itemized on a separate receipt (no exceptions).

VI. Procedure


- a. The purchaser obtains prior approval for the purchase when necessary. The purchaser is always encouraged to obtain prior approval for a purchase, even when this policy does not require such approval.
- b. The purchaser then completes the purchase and obtains an official receipt. Note that the purchase is to include sales tax except when the items are to be held in inventory for resale.
- c. If the Treasurer is to pay the vendor directly, the purchaser is to submit the receipt to the Treasurer as soon as possible within 7 calendar days.
- d. All requests for reimbursement must be made in writing by completing the "Request for Reimbursement" form (see next page). All such requests are to be accompanied by appropriate receipts.



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VII. Sample "Request for Reimbursement" Form

	Request for Reimbursement		
Date of Request:	Name of Requester:	Check Amount:	
Name of Payee (if not the requester):			
If check is to be mailed, please provide the Payee's mailing address (please include the zip code):			
Reason for Reimbursement:			
Please attach receipts to the back of this form			
Official use only:	Check Amount:	Check Number:	Date Paid:
	Approvals:		
	Title: _____	Signature: _____	Date: _____
	Title: _____	Signature: _____	Date: _____
	Title: _____	Signature: _____	Date: _____
<small>ReimbursementForm-20070004</small>			