

## GUIDELINES FOR REQUESTING EXPENDITURES

November 2008

### KANSAS-OKLAHOMA CONFERENCE UCC

#### Forms

Two forms have been approved for use in requesting expenditures by the Financial Associate

The *Travel Voucher* will be used by meeting participants to request reimbursement for expenses incurred while attending Conference meetings.

The *Expense Request Voucher* will be used by authorized persons to request the payment of expenses.

The forms are available on the K-O Conference website, [www.kocucc.com](http://www.kocucc.com), at meetings or by mail and email from the Conference office. The completed form may be submitted by person, mail, FAX or email to the Conference office, Attn: Financial Associate. If submitted by FAX or email, the person authorized to request the expenditure must telephone a confirmation of the request.

#### Persons Authorized to Request Expenditures

Following the Annual Meeting, the Treasurer will distribute a list of budget line items and other Funds from which expenditures are allowed and the name of one or more offices/positions that are authorized to request expenditures from each line item or fund. Conference organizations will receive a copy of the list and may report changes to the Treasurer. The Finance and Assets Committee will approve the list and updates.

Expenditures for some budget line items, such as salaries and utilities, are authorized by Conference or Conference Council approval of the budget.

#### Financial Associate

The Financial Associate will make a good faith effort to fulfill a request for expenditure within 30 days unless there is an exception.

#### Exceptions

If possible, exceptions will be resolved by the requestor and Financial Associate. If this is not possible, the Treasurer or Finance and Assets Committee will determine the resolution and the Treasurer will inform the requestor. Defined exceptions:

- A request for which there is no budget or fund.
- A request for which the described expense does not fall under the designated budget line item or fund.
- A request that exceeds the budget or fund balance.
- A request is for more than \$5,000
- The Conference is without approved financial resources to meet the request.

The Financial Associate, in consultation with the Treasurer, will determine the response to other perceived exceptions.