



<b>TITLE: PURCHASES AND EXPENSES POLICY</b>	<b>EFFECTIVE DATE: 03-01-2009</b>
	<b>REV. LEVEL: 1</b>
	<b>APPLICABILITY: ALL DYSC VOLUNTEERS AND TEAMS</b>

### **1. PURPOSE**

To track and control club spending.

### **2. POLICY**

- A. All administrative expenses must be itemized and detailed receipts attached to the Expense Reimbursement Request Form.
- B. Administrative expenses shall be limited to:
  - Telephone calls
  - Supplies
  - Mailing and shipping expenses
  - Copying and printing
  - Travel to annual EPYSA Board Meeting
- C. Personal phone calls will not be reimbursed by DYS.
- D. All purchases less than \$500 shall be approved, jointly, by the club president and at least 2 other active board members.
- E. All purchases greater than \$500 shall be addressed at the monthly board meeting, voted on, and passed by the majority.

### **3. PROCEDURE**

- A. Any coach or board member seeking reimbursement must contact the president and the treasurer to request payment.
- B. All requests should be accompanied by a vendor receipt.
- C. All requests should include a completed "Reimbursement Request Form" detailing the purchased item(s) and the reason for the purchase.
- D. The "Reimbursement Request Form" can be downloaded from the DYSC website at [www.donegalyouthsoccer.com](http://www.donegalyouthsoccer.com).