



DYS Procurement and Reimbursement Policy

Purpose

The purpose of this policy is to reimburse individuals for legitimate expenses incurred on behalf of and for the purpose of Donegal Youth Soccer (DYS) while at the same time maintaining fiscal responsibility and accountability of DHS funds.

Definitions

Reimbursable expense

Reimbursable expenses are pre-approved expenses an individual incurs on behalf of DHS and for DHS's benefit.

Reimbursable expenses do not typically include payments DHS Board Members (Directors) are authorized to make directly from the appropriate DHS accounts. This would include such things as payments for membership or participation in leagues, tournament fees, payments as per resolution of the DHS Board, etc.

Non-reimbursable expense

Non-reimbursable expenses are expenses that were not pre-approved per the DHS Procurement and Reimbursement Policy and/or do not, in the sole judgment of the DHS Board, benefit DHS as a whole.

Policy

1. All expenses an individual incurs related to the operation of DHS will only be reimbursed per the DHS Procurement and Reimbursement Policy.
2. The DHS Procurement and Reimbursement Policy applies to all DHS Members, volunteers, coaches, coordinators, Officers and Directors of DHS.
3. Purchases can be made and reimbursements provided per the following authorizations. **All authorizations must be secured prior to purchase.**
 - a. Directors
 - i. Directors are authorized to spend up to and including \$500
 - ii. Directors must receive permission from a second Director for spending between \$500 and \$2000.
 - iii. Directors must receive Board majority approval for spending above and including \$2000.
 - b. Officers and Coordinators
 - i. Officers and Coordinators are authorized to spend up to and including \$100
 - ii. Officers and Coordinators must receive permission from the Director for which they report for spending between \$100 and \$500.
 - iii. Any spending by Officers and Coordinators above and including \$500 must be approved by Directors as per 3(a)(iii) and 3(a)(iv).
 - c. Members, Volunteers & Coaches
 - i. All requests by any Member, volunteer or Coach of DHS require authorization, prior to purchase, by the Coordinator for which they report, within the authorizations as per 3(b).
 - d. Non-Members
 - i. Non-members cannot procure items and/or services on behalf of DHS and will not be reimbursed by DHS for any of those purchases



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4. Credit Cards
 - a. Directors and the Treasurer may be given access to a DYS credit card
 - b. Prior to credit card use, all transactions must be approved as per 3(a) and 3(b)
 - c. Directors will notify the Treasurer for each credit card transaction per email
 - d. The Treasurer will notify the Board for each transaction on the Treasurer's credit card
5. Mileage will only be paid with prior approval of majority of the DYS Board and at the current non-profit IRS Mileage Expense rate.
6. A person requesting reimbursement shall submit all detailed receipts for expenses along with a completed "Donegal Youth Soccer Reimbursement Form" prior to any reimbursement.
 - a. A copy of authorization must be included with the reimbursement form.
 - b. Expenses must be submitted for reimbursement within 60 days of original purchase.
 - c. Expenses submitted after 60 days of original purchase will not be reimbursed by DYS.
7. All checks written on behalf of DYS for reimbursable expenses must be issued by the Treasurer.
 - a. The Treasurer and any other Officer or Director are the required signatures for checks that are less than \$2000.
 - b. The Treasurer and President are the required signatures for checks that are greater than and equal to \$2000.
 - c. In the absence of the Treasurer, two Officers and/or Directors are required to sign each check.