

WPLA PAYMENT, REIMBURSEMENT AND REFUND RULES

The Treasurer will make payments to contractors, vendors and service providers under the following conditions:

1. Costs incurred are in conjunction with Board or President approved assignments. If in doubt, the Treasurer will confer with the President to seek concurrence.
2. A valid company invoice or billing statement is submitted either directly from the company or the associated procurement or budget line-item manager. The Treasurer will review and retain the invoice or billing statement.
3. The procurement or line-item manager will approve the invoice or billing statement. Payment checks of \$5,000 or more will be signed by both the President and the Treasurer.

The Treasurer will make expense reimbursements to WPLA members and officers under the following conditions:

1. Expenses incurred were in conjunction with assigned responsibilities as a procurement and/or budget line-item manager.
2. Valid receipts for the expenses incurred will be reviewed and retained by the Treasurer. Payment checks of \$5,000 or more will require both the President's and Treasurer's signatures
3. Expenses incurred by the Treasurer must be approved by the President before reimbursing.

The Treasurer will make refunds to WPLA members under the following conditions:

1. Member is turning in his/her gate key in exchange for key deposit.
2. Member inadvertently over paid certain fees.
3. Special or unusual reasons to be approved by the President and/or Board.