POLICY 7500P OPERATING FUND DISBURSEMENT PROCEDURES

A. The persons in the following positions in The United States Pony Club, Inc. shall be authorized to sign checks.

1. **Corporation:**
   a. President
   b. Treasurer
   c. Executive Director
   d. Finance & Administration Director

2. **Regions:**
   a. Regional Supervisor
   b. Treasurer
   c. Vice Regional Supervisor

3. **Clubs:**
   a. District Commissioner
   b. Treasurer
   c. Joint District Commissioner

B. All checks presented for signature or requests for payment must be supported by proper documentation to include but not be limited to the following:

1. **Corporation:**
   a. Original invoice (staff member will indicate account to be charged).
   b. Signed receiving slip
   c. Purchase order
   d. Voucher

2. **Regions and Clubs:**
   a. Original invoice and/or
   b. Expense Reimbursement Request form.

C. At their respective required Annual Meetings, Regions and Clubs will establish a dollar amount for disbursements that would require multiple signatures.

D. The following procedures apply to the Corporation:

1. Invoice must be approved by at least two staff members, one of whom will be the Executive Director or Finance & Administration Director.

2. Checks over $7,500 require two signatures, and authorization by the Treasurer or President. Attached documentation will include an invoice. In the case of urgent bills or bills of over $7500, which may be paid via
electronic fund transfer (EFT), authorization may be granted for payment by contacting the President and or Treasurer and followed by a hard copy.

3. Checks over $500 and under $7500 require any two signatures from the above authorized individuals: the Executive Director must be one of two staff signatures.

4. Checks under $500 must be signed by any two of the above authorized individuals.

E. The following applies to the corporation:

1. All financial correspondence shall be delivered directly to the Finance & Administration Director.