

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.