



Policy: Reimbursement of monies owed by Greensboro Academy Boosters, Inc. to vendors and Committee Chairs for Greensboro Academy Booster events.

1. In August, each Committee Chair submits a proposed budget for the year.
2. Greensboro Academy Leadership Team reviews, modifies and approves the annual budget.
3. During the year, events are approved by school (i.e. eighth grade promotion). For this to happen, Activity Approval Request Forms are completed and submitted to the Principal for review and approval.
4. Forty-five to 60 days before the school approved event, Committee Chairperson (i.e. Alumni Relations) requests release of funds at the monthly Greensboro Academy Leadership Team meeting. These funds should include a proposed amount for personal expenses (i.e. purchase of cake, paper products) that Chairperson may purchase and will need reimbursement.
5. To receive payment, an invoice from the organization (i.e. Page High School for auditorium rental) is submitted with an expense form for approval by President/Vice President. If a deposit is required, a proposed invoice with deposit and final bill amount should be submitted.
6. To receive reimbursement for expenses paid out of pocket, the Chair will complete an expense form and attach receipts of purchased items. Due to the tax status of Greensboro Academy Boosters, Inc., reimbursement cannot be made without a receipt.
7. The approved expense form(s) is (are) submitted to the Treasurer. Treasurer enters details into the book keeping software. Check(s) is (are) written and first signature is completed.
8. The Treasurer submits check(s) to President/Vice President for second signature. Signed check(s) is (are) placed in Assistant Treasurer's box for distribution.
9. Assistant Treasurer will mail or hand delivers valid check(s) to appropriate parties.
10. Assistant Treasurer places copies of check(s) and invoice(s) in Treasurer's box for filing.