PROCEDURE NAME: Disbursement Procedure

EFFECTIVE DATE: August 2024

Objective:
The purpose of this procedure is to communicate to all GHWC members the overall process that should be followed in order to be reimbursed for expenses incurred while doing club business or for payment to a vendor for services rendered. All invoices that are submitted to the Treasurer for reimbursement or payment must be for expenses that have been covered or included in the current approved budget. Any invoices for unbudgeted items will be submitted to the Board for approval prior to reimbursement.

Process:

On-line process (preferred option)

The overall process flow consists of the following: a) down-load the form to your computer or device; b) enter the relevant information as indicated below and save it on your computer; c) submit via email along with a scanned copy of the invoice(s) to the Treasurer for reimbursement of payment.

These steps are described in more detail, however, the process may vary slightly depending on the computer that you have. When computer is referenced, this also means laptop, or whatever smart device you are using that enables you to perform these activities. NOTE: instructions are guidelines to be used as a reference, but not necessarily specific to your computer or Operating System.

Prerequisites:

Working knowledge of the Excel (spreadsheet) software
Computer or smart device that enables you to enter information into an excel spreadsheet Scanner or other device to scan the invoices or other documentation
Working knowledge of email including how to attach and send documents

1. **Download and Complete the Disbursement Request form**:
   - Go to Grand Haven Woman's Club website **www.ghwomansclub.org**
   - Click on the **Documents** button on the left side of the screen, then click on the button marked **Forms**.
   - When the **Forms** page appears, click on the button marked **Disbursement Request Form** on the left side of the screen
   - The form will be downloaded on your computer, most likely in the Downloads folder. Notice the form name and location (path) of the form on your

computer. It is highly recommended that you use/save it using a file name that represents the expenses or reimbursement (i.e. Disbursement Request for Member Tags) of this form.

- Open the file and click the Enable Editing button in order to edit and save the form.
- Complete the form by entering the pertinent information in the shaded fields. To navigate the form, use the Tab key.
    a. Complete the *Make Check Payable To:* line with the name of the person or business who will be paid or reimbursed
    b. Complete the *Mailing Address:* (Street, City, State & Zip) of the person that will be paid or reimbursed
    c. Provide the expense reason or explanation and *Amount* that will be paid or reimbursed in line 1
    d. Provide additional expenses in Lines 2-4 as needed
    e. The *Total Amount Requested:* is calculated automatically (total amounts of line 1 thru 4)
    f. Provide *Comments:* for the expense, if applicable
    g. Complete the *Requested by:* name of the person making the request and the current *Date*
    h. Provide the *email address* and *phone* number for the person making the request
    i. Save the form

2. **Scan the invoice(s), bill(s) and other documents**
    - Scan the invoice(s), bill(s) or other supporting documentation on your computer
    - Save each scanned document with a descriptive name so it's easy to identify. NOTE: it would be helpful if the naming convention matched the name of the form that was used in the previous step (i.e. Disbursement Request for Name Tags-Invoice) so items can be easily located.

3. **Submit to Treasurer via email**
    - Open the email application on your computer and compose a new email
    - Send email TO: GHWC.Treasurer@gmail.com
    - Provide a subject line as it relates to your disbursement request
    - In the email, reference what is attached, request that the Treasurer acknowledge receipt of your email and to also confirm that all relevant documentation is in order. You may want to request that you're informed

when payment is made.

- Attach the Disbursement Form (completed in step 1) as well as the invoice(s), bill(s) and other documents (scanned in step 2) to the email and click the Send button.
- Save the original invoices, bills and other documents and hand them to the Treasurer at the next meeting. The Treasurer is responsible for retaining these documents for audit purposes as well as disposing of them when no longer needed.

Website process

The GHWC website provides a mechanism to submit the Disbursement Request Form on-line by completing and submitting the form, however, the invoice/bill and other documentation must be scanned and submitted separately.

Prerequisites:

Computer or smart device that enables you to access the website Scanner or other device to scan the invoices or other documentation
Working knowledge of email including how to attach and send documents

Submit the Disbursement Request form on-line:

- Go to Grand Haven Woman's Club website **www.ghwomansclub.org**
- Click on the **Documents** button on the left side of the screen, then click on the button marked **Forms**.
- When the **Forms** page appears, click on the button marked **on-line Disbursement Request** on the right side of the screen.
- When the **Disbursement Request Form** appears, do the following:
  a. Complete the *Payee* box with the name of the person or business who will be paid or reimbursed
  b. Indicate the *Amount* that will be paid or reimbursed
  c. Provide the *Address* (Street, City, State & Zip) of the person or business who will be paid or reimbursed
  d. Complete the *email* and *phone* number for the person or business who will be paid or reimbursed
  e. Explain the *Expense Purpose* or reason(s) for the expense
  f. Complete the *Account* or *Invoice* information as indicated on the invoice
  g. Complete the *Requested by* box with the name of the person requesting the payment or reimbursement and the current *Date*
  h. Indicate any *Special Instructions* regarding payment or reimbursement

i. Click on **Submit Form.**

- NOTE: It is imperative that the form is completed accurately. Contact the Treasurer prior to submitting the form to ensure that all requirements for reimbursement or payment have been met.
- An email confirmation will be sent to the email address you provided

Scan the invoice(s), bill(s) and other documents and email to Treasurer

- The invoice/bill and other documents must now be submitted to the Treasurer (GHWC.Treasurer@gmail.com).
  a. Scan the invoice/bill or other supporting documentation
  b. Open the confirmation email that was received in the previous step
  c. Attach the scanned invoice/bill and other documents to the email
  d. Prior to forwarding the email and attachments to the Treasurer, request acknowledgement from the Treasurer as well as confirmation that all information provided is correct and sufficient
  e. Forward/Send the email to the Treasurer
- Save the original invoice(s), bill(s) and other documents and give to the Treasurer at the next meeting. The Treasurer is responsible for retaining these documents for audit purposes as well as disposing of them when no longer needed.

Manual Option

The overall process flow consists of the following: a) download the form from the website and print it on your computer; b) write the relevant information on the form (as indicated below); c) give the form and original invoice(s), bill(s) and any other documentation to the Treasurer for reimbursement of payment.

Prerequisites:

Computer or smart device that enables you to access the website Printer connected to your computer or smart device

Print the Disbursement Request form and write out form:

- Go to Grand Haven Woman's Club website **www.ghwomansclub.org**
- Click on the **Documents** button on the left side of the screen, then click on the button marked **Forms**.
- When the **Forms** page appears, click on the button marked **Disbursement Request Form** on the left side of the screen.
- The form will be downloaded on your computer, most likely in the Downloads

folder. Notice the form name and location (path) of the form on your computer.

- Open the file and click the Enable Editing button in order to print the form.
- Complete the form (print legibly) as follows:
    a. Complete the *Make Check Payable To:* line with the name of the person or business who will be paid or reimbursed
    b. Complete the *Mailing Address:* (Street, City, State & Zip) of the person that will be paid or reimbursed
    c. Provide the expense reason or explanation and *Amount* that will be paid or reimbursed in line 1
    d. Provide additional expenses in Lines 2-4 as needed
    e. Complete the *Total Amount Requested:* amount (total amounts of lines 1 thru 4)
    f. Provide any *Comments:* for the expense if applicable
    g. Complete the *Requested by:* name of the person making the request and the current *Date*
    h. Complete the *email address* and *phone* number for the person making the request
    i. Sign the form
    j. Obtain the appropriate signature in the *Approved by:* line if required

Submit (give) the invoice(s), bill(s) and other documents to the Treasurer

- Attach the invoice(s), bill(s) and any other supporting documentation to this Form and submit to the Treasurer for payment. The Treasurer is responsible for retaining these documents for audit purposes as well as disposing of them when no longer needed.

Amended: 10/2024
Amended: 8/2024
Approved: 12-2020