

Carquinez Model Railroad Society Standing Rule A8 - Reimbursement Procedure

A. Scope

1. This Standing Rule addresses reimbursement to members for the purchase of goods or services for the good of the CMRS.
2. This is a Class B Standing Rule.

B. Approvals

1. Prior to making a purchase, a member must obtain the appropriate Superintendent's written approval in advance. The purpose of this requirement is to ensure the purchase is warranted and does not exceed the Superintendent's or the project's budget.
2. Written approval is required and may be in hardcopy or email form. Without prior approval, the member is at risk of non-reimbursement.
3. A record of the written approval shall be given to the Treasurer to be retained in accordance with CMRS policy and practice.
4. The Superintendents are authorized to approve purchases up to \$250 that are within their budget:
 - a. Track Superintendent
 - b. Scenery Superintendent
 - c. Electrical Superintendent
 - d. Building Superintendent
 - e. Operations Superintendent
 - f. The General Superintendent may approve, at their own discretion, the purchases for any of the above disciplines if the Superintendent is not available, and
 - g. Any additional positions assigned and authorized by the Board.
5. The General Superintendent may approve purchases up to \$500 that are within the budget.
6. Purchases greater than \$500 require approval by the Board or General Membership. The \$500 threshold applies even if there are funds in a Superintendent's budget exceeding this amount. The \$500 threshold is cumulative as it applies to single item purchases, as well as multiple purchases that are related to the same task or project and total greater than \$500.
7. Any decision denying reimbursement may be appealed to the Board of Directors, who may approve the reimbursement by majority vote.

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C. Procedure

1. Upon approval of any project, the General Superintendent shall request a Project Number from the Treasurer, which shall be used to track all expenditures for the project. All requests for reimbursement shall reference the appropriate Project Number.
2. Superintendents and the Board are assigned the following Project Numbers to track their annual budget expenditures:
 - a. Board of Directors (exclusive of the Building Superintendent) – 100 series
 - b. Building Superintendent - 200 series
 - c. Track Superintendent - 300 series
 - d. Scenery Superintendent - 400 series
 - e. Electrical Superintendent - 500 series
 - f. Operations Superintendent – 600 series
3. Building Project Numbers are assigned starting with 1000.
4. Model railroad Project Numbers are assigned starting with 2000.
5. After prior initial approval and purchase, the purchasing member shall complete the reimbursement form (see attachment). The form shall include the following information:
 - a. Project Number
 - b. Funding Department
 - c. Date
 - d. Name
 - e. Address
 - f. Phone number
 - g. Amount of the purchase
 - h. If multiple departments or projects are funding the procurement, then the total amount of the reimbursement shall be broken out on the reimbursement form.
6. The original receipts shall be attached to the reimbursement form.
7. The department Superintendent(s) shall review the form and sign if within their approval authority limit. If not within their approval authority limit, they shall sign stating their concurrence only (not approval) and forward to the appropriate approving authority (General Superintendent or Board of Directors).
8. After the reimbursement has been approved, the Treasurer shall cause a check to be issued directly to the member.

D. General

1. There shall be no advances for purchases. Large purchases should be paid directly by the Treasurer.
2. All purchases may be reviewed by the Board and/or membership.
3. Failure to follow these procedures may result in not receiving reimbursement.

End of Rule

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 Reimbursement Form

Project Number: _____

Date: _____

Purchaser's Name: _____

Purchaser's Address: _____

Purchaser's Phone Number: _____

Amount of the purchase: _____

Approval: _____

Purchase Allocation		
Description	Project Number	Amount
Total		