

# MIDDLE RIO GRANDE WATER ASSEMBLY

## POLICIES AND PROCEDURES SYSTEM

**POLICY NUMBER: EC002 DATE: 09.14.01**

**TITLE: Payment of Expense Items for Water Assembly Operations**

**This will establish the policy by which individuals participating in Water Assembly projects may be pay for - or be reimbursed for funds expended for - the purchase of materials or services in the performance of the project.**

- 1. All Water Assembly projects anticipated to require the expenditure of funds must have prior approval of the Executive Committee. No obligation for the payment of - or reimbursement for - the purchase of materials or services not part of an approved project may be made.**
- 2. When the amount of funds expended for the purchase of materials or services in connection with a project having prior approval of the Executive Committee does not exceed \$100.00, the individual responsible for the performance of the project may proceed with the purchase of the materials or services and be reimbursed for the expenditure.**
- 1. When the amount of funds anticipated to be expended for the purchase of materials or services in connection with a project having prior approval of the Executive Committee is expected to exceed \$100.00 but not exceed \$500.00, the individual responsible for the performance of the project may proceed with the purchase of the materials or services and - following approval by the Executive Committee - be reimbursed for the expenditure.**
- 2. When the amount of funds anticipated to be expended for the purchase of materials or services is expected to exceed \$500.00, the individual responsible for the performance of the operation or task shall submit a budget to the Executive Committee for approval sufficiently in advance of the need for the materials or services to permit the Executive Committee to review the budget and approve the expenditure.**
- 3. In the case of expenditures covered by Paragraph 1 above - or possibly any other expenditure - the individual should consider the possibility of foregoing reimbursement in favor of a charitable income tax deduction inasmuch as the Water Assembly is a non-profit, Section 501(3)(c) corporation .**
- 4. No reimbursement will be made for travel, transportation, or similar costs unless specifically approved by the Executive Committee.**
- 5. The Treasurer will be responsible for assuring compliance with the provisions of this policy and shall report any violations to the Executive Committee.**

**This Policy has been established by action of the Executive Committee on \_\_\_\_\_.**  
**Date**

# MIDDLE RIO GRANDE WATER ASSEMBLY

Signed \_\_\_\_\_  
Secretary