

Date approved by Board: Feb. 24, 2021

PICKLEBALL SASKATCHEWAN INC.
POLICY FOR AUTHORIZATION OF PURCHASES
AND EXPENSE CLAIM PROCEDURES

PURPOSE

To promote transparency and accountability in the use of funds by establishing guidelines for the purchase of goods and services.

POLICY

Purchase Authorization / Expense Control Procedures

- Only individuals approved by the Board are authorized to commit to purchases on behalf of the organization.
- When the original invoice for the purchase is received it must be authorized for payment by a member of the Executive.
- All cheques or e-transfers used in the payment of expenses are to be authorized by two persons with bank signing authority.
- Bank signing authorities for the organization will be limited to members of the Executive.
- All cheques requiring signatures are to be accompanied by the invoice or supporting documentation at the time of the signing. No "pre-signing" of cheques is allowed.
- A record of all disbursements will be provided to the Board monthly in a report indicating the date, payee, description and amount.
- Cheques used in the payment of expenses are to be pre-numbered.
- No bank debit cards will be issued for any organization bank accounts.
- In the event the Board approves a corporate credit card, there will be no cash advance feature on the card. The credit card will have a limit pre-approved by the Board and should not be increased without Board approval.

Expense Claims for Reimbursement Submitted by Staff or Board Members

Expenses related to carrying out Board responsibilities shall be reimbursed based on the following criteria.

Travel:

- Only reimbursement claims for Board approved travel will be accepted.
- The rate for reimbursement is the current Government of Saskatchewan approved travel and meal rates. The rates are available at: [Saskatchewan Travel Allowance](#)

Personal Expenses:

- Personal expenses less than \$100.00, like office supplies, and other related expenses, deemed necessary to participate on the Board, will be accepted without prior Board approval.
- The rate for reimbursement of printed matter shall be comparable to current rates for printing which will be inclusive of all of the costs associated with reproduction of printed matter (toner, ink, paper, usage of asset) with a rate of \$0.15 per copy.

Method of Reimbursement:

- All expense claims submitted by staff or board must be submitted using the standard expense claim form.
- Expense claim forms must be submitted each month if there are any outstanding claims that require reimbursement.
- The supporting receipt and/or documentation (reasons for distance travelled and number of copies printed) must be submitted with each expense claimed.
- Cheques or e-transfers for payment to staff or board should not be signed, nor initiated, by the recipient.

Policy approved: May 27,2020

Revision # 1: Feb.24, 2021