

Expense Authorization / Check Request Procedures

There are two types of expenditure requests:

1. Reimbursement for personal expenditure
2. Direct payment of invoice

Procedures for Reimbursement:

1. Authorization for expenditure must be given by MDSL President *prior* to incurring the expense (written approval preferred, e-mail acceptable, verbal must be followed by writing or e-mail as soon as possible after expenditure).
2. Receipt(s) must be submitted to MDSL President for approval of authorization form.
3. President, or pre-approved authorization form, with receipts provided to Treasurer for payment.
4. Treasurer makes payment directly to the individual.

Procedures for Direct Payment of Invoice:

1. Authorization for expenditure must be given by MDSL President prior to charging the expense (written approval preferred, e-mail acceptable, verbal must be followed by writing or e-mail as soon as possible after expenditure).
2. Original invoice(s) must be submitted to MDSL President for approval of authorization form.
3. President, or pre-approved authorization form with invoice(s), provided to Treasurer for payment.
4. Treasurer makes payment directly to provider in accordance with the terms of the invoice.

Do not purchase any item or items totaling over \$250 without prior written authorization.

ANY PURCHASE MADE IN THE NAME OF MASON DIXON SOCCER LEAGUE WITHOUT A PREVIOUSLY APPROVED AUTHORIZATION FORM SHALL BE CONSIDERED THE OBLIGATION OF THE PERSON MAKING THE PURCHASE AND NOT THE OBLIGATION OF THE MASON DIXON SOCCER LEAGUE.