Below is detailed instructions on how to obtain reimbursement or cash advance for payment from the Executive Committee, the Treasurer and the Executive Secretary:

1) The person wanting reimbursement or in some cases, paid up-front, would take a clear and legible image of a completed voucher AND any receipts that may have.
   A) The voucher should contain the item to be purchased, the person requesting payment and other pertinent info prior to laying flat on a table and taking a picture of the document from the top down. Remember, if you cannot read the information on the voucher or receipt, no one else will be able to read it.

2) Send the images of the signed voucher via email to the Exec Comm Chair.

3) The Chair will discuss the voucher with the rest of the Exec Comm via phone, in person, video call, etc.

4) If approved, the Chair will affix their signature to the voucher, take a pic of it with their smart phone and forward the image of the counter signed voucher and any/all receipts and the signed voucher to the Exec Secretary.

5) The Exec Secretary will write the check order and either scan or photograph that document, then, forward the voucher, check order, etc. to the Treasurer for payment.

6) The Treasurer will issue a signed check and send it to the Exec Secretary.

7) The Executive Secretary would counter sign the check and then send it to the requesting individual.

8) The Chair will keep a copy of all documents and bring those to the Treasurer at the next scheduled meeting or when several have been accrued, simply mail them to the Treasurer.