

Funding Requests and Reimbursement SOP

1. The point of contact for all funding is the DCCOA Finance Committee Chair.
2. When an event or item is identified that is outside the DC COA approved annual budget that needs additional funding, the event leads and/or committee/subcommittee chair should obtain an internal or external funding request form on the DCCOA website to fill out in its entirety. If the attachment cannot be accessed, then contact the Finance Chair to obtain the forms.
3. Once the form is filled out, the Finance Committee Chair will conduct a DCCOA Board vote for this funding request (typically a 1–2-week process). During that time, the Finance Committee Chair will coordinate communications between requestor and the Board if the Board has any additional questions about the request.
4. Those who are assigned tasks are expected to avoid cash outlays from one's personal funds. If a personal cash outlay is unavoidable, a request for funding should be approved by the Executive Committee or Board prior to committing personal funds, as failure to do so might result in member not being reimbursed
5. Once the voting has ended, the Finance Committee Chair will inform the requestor (and Treasurer) whether the Board has approved or disapproved the funding request.
6. If approved, the requestor should proceed with the purchase/event. Since funding is approved for specific reasons, it is important that the requestor maintain all receipts to provide to the Treasurer to support reimbursement.
7. Invoices and receipts for all DC COA financial transactions and disbursements shall be immediately sent to the Treasurer. The Treasurer will work with the requestor to ensure the correct recipient receives reimbursement.
8. If disapproved, the requestor can consider revising the funding request or justify the funding to seek approval from the Board.

Examples of previous internal/external funding requests include:

- Naloxone Training
- Food and Beverages for the Holiday Party
- Ruler Cards for OBC
- PHS Annual Picnic
- Equipment for the Broadcasting Subcommittee
- EPAC Awards Ceremony