

**HERITAGE VILLAGE WEST CONDOMINIUM ASSOCIATION
PERSONAL CASH REIMBURSEMENT AND RECONCILIATION OF HVW
CREDIT CARD USE**

DATE OF PROCEDURE: MARCH 20, 2010; APRIL 1, 2014
UPDATED: MARCH 2023

PERSONAL CASH REIMBURSEMENT

NOTE: THE “TREASURER” MAY DELEGATE HIS/HER RESPONSIBILITY TO ANOTHER BOARD MEMBER WHEN HE/SHE IS NOT AVAILABLE.

From time to time, individuals, such as Ranger volunteers or HVW Committee personnel will encounter situations where they will incur an expense on behalf of the HVW Association and will use their own means to pay for the expense. Except in an emergency, such anticipated expenses should be cleared with the Treasurer or a Board member before incurring the expense. Such an expense should never be greater than \$250.00.

Should a personal cash expense be made on behalf of the HVW Association, the following steps should be taken:

- 1.0 Discuss the expected expense with the Treasurer or a Board member and obtain their approval to proceed.
- 2.0 Document the expense with a receipt clearly showing the expense items or services obtained.
- 3.0 Submit the expenditure and receipt to the Management Company requesting them to issue a check in the name of the purchaser.
- 4.0 The Management Company will make out a check to the purchaser, and the check is to be signed by two Board Members. The check will be hand carried or mailed to the purchaser.

