

REQUEST FOR REIMBURSEMENT

CUCHARA FOUNDATION, INC.

(version 2/10/14)

2/10/14

As part of the Foundation's fiduciary requirements as a 501.c.3 we must track all expenditures. This is the board approved process for requesting a reimbursement or money for an expenditure.

1. For any requests that are part of the approved Cuchara Foundation, Cuchara Center or Cuchara Country Music Fest budget, fill in the Check Request Form, attach appropriate receipts and submit it to the Foundation Treasurer. Please allow a minimum of three days to receive payment. **Remember, all checks must be signed by two authorized Board members.**

2. For requests **not** listed in one of the budgets and that are \$100 and under, the the check needs to be signed by two approved board members. Fill in the Check Request Form, attach appropriate receipts and submit to the treasurer.. Please allow a minimum of one week to receive payment.

3. For requests NOT related to the Cuchara Country Music Fest

For requests over \$100 and not in the appropriate budget, **the Foundation Board will need to approve the request before it is paid.** Fill in the Check Request Form, attach appropriate receipts and submit to the treasurer who will notify the co-chairs of the request. Once all required people have approved this, the treasurer will act. In these cases, please expect a minimum of two weeks to receive a payment or response to the request.

4. Requests specific to the Cuchara Country Music Fest:

For requests over \$100 and not in the budget, **the Music Fest co-chairs, the appropriate committee chair person and Foundation treasurer** will need to approve the request. Fill in the Check Request Form, attach appropriate receipts and submit to the treasurer who will notify the co-chairs of the request. Once all required people have approved this, the treasurer will act. In these cases, please expect a minimum of two weeks to receive a payment or response to the request.

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Date: _____

Amount Requested: _____ (please attach a bill or other documentation)

Account to Charge to: Cuchara Foundation, Cuchara Center, or Cuchara Music Fest

Is this request part of that account's approved budget? ____ Yes ____ No

Purpose or budget item: _____

Make payable to: _____

Requested by: _____

Payment method:

Name and Email address to notify when check is ready to be picked up:

OR

Name and Address to mail check:

Place a check mark on the appropriate approval required.

_____ **No. 1 - the request is for items on an approved budget.** Need signatures of two approved Cuchara Foundation Board members on the check. Submit required information to treasurer to begin.

_____ **No. 2 - request is under \$100 but is NOT on an approved budget.** Need approval & signatures of two approved Foundation Board Members on the check. Submit required information to treasurer who will start the process.

_____ **No. 3 Request is over \$100, NOT on an approved budget and NOT for Music Fest.** This requires approval of the Cuchara Foundation Board and then 2 authorized signatures on the check. Submit documents to treasurer or a Foundation board member to begin process.

_____ **No. 4 - Request is FOR the Music Fest, is over \$100 and is NOT on the budget.** Need approval from Concert co-chairs, appropriate committee chair, and Foundation treasurer. Submit paperwork to Treasurer or one of the co-chairs to begin the process

To be filled in by the Foundation Treasurer:

Date Approved: _____

Approved by (names & positions): _____

Check Number: _____ D