



south carolina chapter

Policy Title: Supplies and Postage

Revised Date: September 20, 2023

Reviewed Date: September 22, 2023

Approved Date: September 22, 2023

Effective Date: October 1, 2015

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POLICY: SUPPLIES AND POSTAGE POLICY

Traditionally, the Chapter has relied on the employers of members to absorb the expenses of supplies, postage and copies. Any expenditure to be covered by the Chapter MUST be approved by the President or Treasurer. Expenditures shall be limited to officers, directors, and committee chairmen.

If any Chapter member, other than those stated in the policy, incurs non-budgeted expenditures, their request for reimbursement should be submitted to the President via the officer, director, or committee chairman associated with the activity.

The requests should be initiated by preparing a check request form indicating the reason for reimbursement and supporting documents when appropriate.

Policy Committee: September 22, 2023 _____

Policy Committee Chair Signature/Date: 09/22/2023 *Woody Quinn*

SCHFMA Board Review Date: January 31, 2024 _____

SCHMFA President Signature/Date: 01/31/2024 *Jen Hayes*