



TEXINS ASSOCIATION CLUBS

POLICIES AND PROCEDURES

Title: **ADVANCE TO COVER FUTURE EXPENSE**
Approval: **TEXINS ASSOC. CLUBS BOD**
Form No.: **Form TA-01c**

Origin Date: 06-09-03
Approval Date: 08-07-03
Revised Date:

POLICY:

The club president or treasurer may initiate a request for an advance. (Please see the "Check Request Procedure" for the method of authorization.) Please attach the Statement of Responsibility, form TA-01c to the Check Request, form TA-01a. The receipts to cover the advance must be submitted to the Accounting Service department within (7) day after the event has occurred. The advance should be cleared from the club account within 30 working days after submitting the receipts to the Texins Accounting Service Department.

PROCEDURES:

1. Fill out a Check Request Form, TA-01a in accordance with the check request procedure; use your club advance account number from the Chart of Accounts.
2. Enter the date that the request is submitted to the Accounting Department.
3. Print your name on the Statement of Responsibility Form, TA-01c.
4. Sign your name on the Statement of Responsibility Form, TA-01c.
5. Write the name of the person or company that the check will be made payable to.
6. Give an explanation for requesting the advance.
7. Enter the date the receipts are due in the Accounting Service Department.
8. After the check is cut, an Accounting Service Representative will enter the check number, the check date and the amount.
9. The check will be mailed or picked up and enclosed with the check will be a copy of the Statement of Responsibility.
10. The advance must be paid within 30 working days after bringing the receipts to Accounting Services unless other arrangements have been made and specified by the Board of Directors.