



TEXINS ASSOCIATION CLUBS

POLICIES AND PROCEDURES

Title: **CHECK REQUEST PROCEDURE**
Approval: **TEXINS ASSOC. CLUBS BOD**
Form No.: **TA-01a, TA-01b**

Origin Date: 06-09-03
Approval Date: 08-07-03
Revised Date: 01-01-05

POLICY:

Each club will initiate a **"Check Request"** (Form # **TA-01a**) for the expenditure of all funds included in the budget or approved by the Board of Directors. Disbursements will be made only with the appropriate approvals. Each check issued will be signed as required by the "Authorization" part of this procedure. Please enter all of the information requested on the Check Request form. Enclosed is a Chart of Account numbers to use for your club expenditures. Filling out the expenditure form correctly will help the Accounting Service Department process your request accurately and rapidly.

Checks will be printed every Wednesday morning. In order to meet this dateline, we will need all check requests submitted to the accounting department by **Monday at Noon**, for proper verification, process and entering into the system. All checks will be ready for distribution on Thursday evening. Check requests received after the Monday noon deadline will be processed the following week, with the exception of real emergency check requests.

All check requests must be supported by documentary evidence, e.g., original invoices etc., and not with photo or fax copies or statements. In the event of loss or misplacement of original documents, please attach the **"Memo to Replace Missing Invoice"** (Form # **TA-01b**) to the check request. Proper forms should be attached to the Check Request detailing reasons for lack of the original documents and form # TA-01b must be authorized by the club president or treasurer.

WORKING FUNDS

Specific approval for such funds must be granted by the Texins Association Clubs Board of Directors. The funds shall be reconciled monthly and a check will be issued to replenish the fund. The check authorization for this replenishment will include an itemized statement of all expenses with all supporting documents; such as invoices, sale slips, etc.

VEHICLE REGISTRATION AND RENEWALS

A list of all vehicle numbers and license plate numbers should be submitted to the Texins Association Club for record keeping purposes. Registration renewal forms for your club vehicles, trailer and boats should come to the Accounting Service Department and it will be mailed to the appropriate office from this department. When the vehicle sticker, license plates or permit arrives, the Accounting Service will notify the Club Treasurer or Club President to schedule a time for pick up. Any serious problems related to any vehicles, trailers and boat registrations should be reported to the Texins Association Clubs Treasurer or President and it will be determined at such time the appropriate action to be taken.

When your club intends to purchase or sell any type of vehicle (cars, trucks, trailers, boats, airplanes, etc.), you will need to notify the Accounting Service Department prior to any transaction. **After the purchase or sale it will be the responsibility of t your club to register the sale with the appropriate taxing or appraisal authority.** Accounting can provide information as to the proper ownership name and address to assist your club with registration.

Your club is required to control its spending to maintain a **positive** balance in its account.



TEXINS ASSOCIATION CLUBS

POLICIES AND PROCEDURES

Title: **CHECK REQUEST PROCEDURE**
Approval: **TEXINS ASSOC. CLUBS BOD**
Form No.: **TA-01a, TA-01b**

Origin Date: 06-09-03
Approval Date: 08-07-03
Revised Date: 01-01-05

Partial-Put an X in the box if part of the funds designated for the expenditure will come from the grant allocated to your club by the Texins Association Board of Directors.

Full-Put an X in the box if all of the funds designated for the expenditure come from the grant allocated to your club by the Texins Association board of Directors.

- i. **Within Budget:** Check yes if the expenditure is part of your approved budget and will not cause your budgeted funds to become depleted.
- j. **In Excess of Budget:** Check no if the expenditure is not in the approved budget or if the requested expenditure is in excess of the approved budget. The Check Request form must be accompanied by a memorandum from the president of the club justifying the additional expenditure. When received, the Texins Association Clubs Accounting Service will alert the Board of Directors, the BOD will take appropriate action as described in the "Authorization" part of this procedure. The Accounting Service will return the Check Request to the originator indicating the action. No commitments for out-of-budget expenditures are to be made without this specific approval.
- k. **Date Required:** The date that falls on Wednesday when the checks are signed or any date following that Wednesday.
- l. **Make Check Payable To:** Enter the name of the person or company that will receive the check.
- m. **Purpose/Invoice #:** Enter the invoice number or the reason your club is requesting the check.
- n. **Mailing Address:** Enter the address of the person or company or specific pick up instructions.
- o. **Vendor #:** A vendor number will be assigned by the Accounting Service.
- p. **Amount of Expenditure:** The total amount of purchase plus the sales tax amount. The amount of the check request must equal the amount of the back up attached to the check request.
- q. **Authorizations:** *Check request authorization may not be approved by the recipient.* After origination, expense authorizations must be approved by the club president, club treasurer or staff representative and by the Association treasurer or his or her designee.
- r. **Supporting Documentation:** All check request must be supported by documentary evidence, e.g. original invoices etc., and not with photo or fax copies or statements. In the event of loss or misplacement of original documents, proper forms should be attached to the Check Request detailing reasons for lack of the original documents.