

Monroe County Volunteer Firemen's Association, Inc.

INSTRUCTIONS FOR COMPLETING A CHECK REQUEST

In order to facilitate the annual auditing of the MCVFA Treasurer's records and to ensure that all expenditures are debited to the proper MCVFA budget account number, a check request form will be necessary to authorize any payment of MCVFA funds. The Board of Directors, at their regularly scheduled meeting of May 25th, 2005, authorized this policy. Expenditure of MCVFA funds will not be made without a properly executed check request. Following is the procedure for obtaining, completing and submitting a check request form. No funds will be expended without an approval by the membership, the Board of Directors or by a "pre-expenditure approval" authorized by a corporate resolution made and passed at the January Board of Directors meeting.

How to obtain a check request:

- 1. Log on to http://www.mcvfa.com/home.html and download or print the form,
2. Contact any MCVFA table officer and request that a form be mailed, or sent via facsimile machine, to you,
3. Request a blank form from the Treasurer at any MCVFA quarterly convention or Board Meeting.

How to complete the form:

- 1. Date Received: To be entered by the Treasurer upon receipt of the request.
2. Check Request No.: To be supplied by the Treasurer upon receipt of the request.
3. Date: Enter the date that the form is being completed or when will be submitted to the Treasurer,
4. From: The name of the person who is requesting the expenditure of the MCVFA funds,
5. Amount: The amount of funds being requested, including all taxes, if any, fees, and other charges,
6. Payable to: Insert the name of the person or company in whose name the check should be issued,
7. NOTE that in order to comply with Federal IRS regulations, if the check is to be issued to an individual, the Social Security account number of the payee must be furnished.
8. Funds are to cover the following: The purpose of the expenditure, ie: "delegates expenses," "postage," etc
9. To whom the check should be delivered or mailed,
10. The number of the MCVFA budget account from which this expenditure should be debited, and the identity of the account from which the funds should be disbursed; A box is present to indicate if the account to be debited is on the list of account from which disbursements may be made without a prior approval.
11. If a receipt is available, attach it. If not, kindly indicate why a receipt is not attached,
12. Finally, the requestor of the expenditure should sign and date the form.
13. The information in the double box should be provided when the request has been properly approved.
14. The remainder of the form will be completed by the Treasurer.

How to submit the form:

- 1. The completed form should be mailed, or sent via facsimile machine, to either the Association Secretary or Treasurer for processing,
2. The expenditure will be brought to the attention of the Board of Directors or the general membership at the next regularly scheduled meeting. Expenditures are not normally authorized at special meetings or work sessions.
3. If the expenditure is properly authorized and the proper MCVFA budget account has sufficient funds remaining, the check will be issued within five days of the approval,
4. If critical information has been omitted from the check request, if sufficient funds are not present in the proper MCVFA budget account, or if the expenditure is not authorized by the Board, or the membership, the request form will be returned to the requestor,
5. Checks marked for hand delivery will be carried by the treasurer, and will be available for turn over, at normal MCVFA functions for 30 days. If not picked up by then, they will be mailed to the requestor if an address is available. If no address is available, the check will be voided, and the funds restored to the proper accounts.
6. The normal policy of the MCVFA is that instruments not negotiated within 90 days will be voided.
7. To ensure timely crediting by vendors, all requests for payment for a vendor supplied service or goods provided to the MCVFA will be mailed to the vendor, NOT the requestor of the expenditure.
8. Sales tax is not normally paid by the MCVFA. If necessary request a tax exemption form PRIOR to making a taxable purchase.

Monroe County Volunteer Firemen's Association, Inc.

Date Received: _____
(For Use by the Treasurer)

Check Request No.: _____
(For Use by the Treasurer)

CHECK REQUEST

Date: _____

To: The MCVFA Treasurer

From: _____

Please issue a MCVFA check in the amount of \$ _____.

If this check is to be made payable to an INDIVIDUAL, a Social Security account number (SSAN) **MUST** be provided: _____.

This instrument should be made payable to: _____.

This expenditure is to cover the following expenses: _____.

This instrument should be handed / delivered to: _____.

This instrument should be mailed to: _____.

The funds to cover this payment should be debited to MCVFA account number: _____

General Account Convention Account Account is on Preapproved List

A receipt to cover this disbursement is attached.

A receipt to cover this disbursement is not attached because: _____.

I certify that the expenditure hereon requested is valid, was made in accordance with all applicable laws and MCVFA policies and procedures.

Signature of requestor: _____ Date: _____

INFORMATION IN THIS BOX TO BE COMPLETED BY THE TREASURER

Approved by Board of Directors General Membership Date: _____

Preliminary Approved

PAID: Check Number: _____ Date Issued: _____

Not Paid because: _____.