



VHA Policy 2.5 Reimbursement

Authorization:

- Bylaws of The Villages Homeowners Advocates, Inc., (VHA)
- VHA Policy 2.4: Spending Authority

Policy Statement: It is the policy of VHA to permit members involved in projects and programs to make minor purchases in support of those specific activities without obtaining permission and to reimburse them upon submission of a written request.

Limitations:

- **Maximum Expense:** The maximum that can be spent without obtaining management authorization is defined in Policy 2.4: Spending Authority.
- **Written Request:** The written request must specify the name of the member, the nature of the purchase, the purpose, the amount being requested for reimbursement, and the approval signature of the supervisor of the program or project.
- **Receipt:** The written request shall be accompanied by a receipt that identifies the vendor, the item(s) purchased, and the amount spent.