

NCWPDR Expense/Reimbursement Policies 2006/2007

The following policies are required by DONE in order to process/approve funding:

- **Invoices** All disbursements require an invoice. All invoices must contain the following:

1. Invoice number
2. Vendor name
3. Vendor address
4. Vendor phone number
5. Detailed and legible description of the goods or service
6. Total amount due

Reminder: Estimates, quotes, statements and/or other documents not containing the foregoing information are prohibited and will not be accepted by the treasurer. Generally, original invoices are required, but there are some exceptions as noted below.

- **Vendors** A vendor is defined as a third party or company that provides goods or services. This does not include board members. A vendor will only be paid after it is deemed to be an approved vendor by the treasurer. The following are required in order to qualify as an approved vendor:

1. Original invoice (or fax of original invoice)
2. BTRC number – this is a City of Los Angeles Business Tax Registration Certificate. The City of Los Angeles requires all firms/individuals that engage in any business activity within the City of Los Angeles to pay City business taxes. A vendor does not have to have an office in Los Angeles; it only has to engage in any business activity within the City. Information regarding the BTRC may be obtained by calling LA City Hall at (213) 626-9271 or by logging on to www.lacity.org/finance .
3. EIN (employer identification number) or W-9 if the vendor is a sole proprietor.

- **Board Member Reimbursements**

1. Original invoice (no copies or faxes)
2. Missing Receipt Affidavit (if original invoice was not received, lost or misplaced). This form must be completed by the board member.
3. Proof of payment (the receipt must indicate how the payment was made by the board member – i.e. cash, credit card, debit card, check). If the payment was made by check, a copy of the front and back of the check must be provided. If payment was made by credit card, debit card or cash, no additional documentation is required.

4. Board approval of the board member reimbursement must be reflected in the board minutes.

Reminder: If the proposed board member reimbursement is for food/refreshment and/or outreach events, additional requirements also apply.

• **Food and Refreshment Expenditures**

1. Original invoice (or faxed original)
2. Copies of sign-in sheet and agenda of the event/meeting

Reminder: If the proposed disbursement is a reimbursement to a board member for food/refreshments, then all Board Member Reimbursement requirements apply. A copy of the sign-in sheet/agenda must accompany the invoice given to the treasurer.

• **NCWPDR Outreach Events**

1. Original invoice (or fax of original)
2. Board approval of the expenditure must be reflected in the board minutes or in an affidavit
3. Copies of sign-in sheet and/or flyer for the event
4. Evidence of insurance if required

Reminder: Sign in sheets/flyers must accompany the invoice given to the treasurer. All Vendor requirements apply.

• **Community Improvement Projects**

1. Original invoice (or fax of original)
2. Board approval of the expenditure must be reflected in the board minutes or in an affidavit
3. An official NCWPDR statement explaining how the project will benefit the community must accompany the invoice.
4. Letter of acknowledgement of receiving agency
5. Compliance with all other NCWPDR Community Improvement Policies

*** These policies are subject to change as mandated by DONE and/or NCWPDR ***