



Disbursement Approval Policy

Purpose

In order to ensure that ASDF disbursements are properly authorized, accurate and in line with ASDF's mission, the Finance Committee recommends there be an Approval Policy.

Policy

A Treasurer's Action Report (TAR) check request form (see attached) must be completed for all disbursement requests with approvals (on the form or via e-mail) according to the Approval Matrix below:

Approval Matrix:

	Budgeted	Not Budgeted items need approval below prior to committing ASDF:
Programs	Executive Director and Program Manager	≤ \$1,000 – Executive Director, Program Manager & Treasurer Over \$1,000 - Full Board
Scholarships	Executive Director	≤ \$1,000 – Executive Director, Scholarship Chair & Treasurer Over \$1,000 - Full Board
Theater Allocations	Executive Director	Full Board
Operating Expenses	Executive Director	≤ \$1,000 – Executive Director & Treasurer Over \$1,000 - Full Board
Fundraising	Executive Director and Fund Development Chair	≤ \$1,000 – Executive Director, Fund Dev. Chair & Treasurer Over \$1,000 - Full Board

Approvers indicate their acknowledgement of satisfactory receipt of the goods or services, agreement with all terms appearing on the vendor invoice, agreement with the amount of the invoice, and agreement to pay vendor in full. Additionally, the approval indicates that this item/service is in alignment with the budget or indicates how it will be funded if not budgeted.

Approved 2/4/16



Treasurer's Action Report (TAR) Check Request & Expense Reimbursement

Date Submitted: _____

Issue Check for: \$ _____

Reason for this check: _____

Requester's Name: _____

E-mail: _____

Phone #: _____

A W-9 is required from contractors for 1099 reporting.

Program Expense:

- An Allentown Adventure
- Ballroom/Latin Dance
- Career Camp
- Middle School Baseball
- National History Day
- Power Up-Elementary Fitness
- Science Fair
- Teacher Innovation (TIG) Grant
- Lehigh Valley Community Foundation (LVCF) Grant

Scholarship Expense:

- Disbursements to students/schools
- Transfer to National Penn Endowment Acct

Theater Allocation Expense:

- Harrison Morton Middle School (HMMS)
- Raub Middle School (RMS)
- South Mountain Middle School (SMMS)
- Trexler Middle School (TMS)
- Louis E. Dieruff High School (LEDHS)
- William Allen High School (WAHS)
- Allentown School District (ASD) Strings

Operating Expenses:

- Advertising
- Insurance
- Accounting/Payroll Fees
- Legal
- Public Relations
- Office Supplies/Postage

Make check payable to:

Name _____

Address _____

Approver's Signature: _____

If Expense Reimb. - attach receipts

Amount Budgeted: _____

Renaissance Programs:

- Visual & Performing Arts
- Elementary Choral Music
- Lines & Spaces Summer Camp
- Flutophone
- William Allen Instrumental
- Other - _____

Alumni Association Expense:

- Louis E. Dieruff High School (LEDHS)
- William Allen High School (WAHS)

Fundraising Expense:

- High Notes Gala
- Broadway Bus Trip
- Alumni Solicitation
- Note Cards

Fundraising Disbursements:

- The Color Run
- Music on the Run

Playground Disbursements:

- _____
(name of Elementary School)

- Memberships, Meetings & Conferences
- Fundraising/Annual Report
- Rent/Parking
- Other Operating Exp - _____

Total:		Check #		Treasurer Signature:
Date Received:		Date Processed:		