

**SABINO VISTA HILLS NEIGHBORHOOD ASSOCIATION
POLICY RESOLUTION 2011-01
Expenses and Reimbursement**

WHEREAS, the Board of Directors deems it desirable to establish a policy for the reimbursement of selected incurred expenses generally accepted as part of offering service to the Sabino Vista Hills Neighborhood Association (the Association),

WHEREAS, these include expenses for materials and supplies, postage and mailing charges, office supplies, printing and other miscellaneous charges that are incurred by board members, committee chairs or committee members for the benefit of the Association and required to conduct necessary Association business. Expenses will only be reimbursed if processed and approved as outlined in this policy.

NOW, THEREFORE, be it resolved that the following policy and process relating to expense and reimbursement be, and therefore are, adopted by the Board:

- Reimbursement requests are to be submitted using the attached Expense Reimbursement Form (Form).
- Reimbursement requests must be submitted within the calendar year the items were purchased to ensure those charges are reflected against the same calendar year's budget. Specifically, requests for reimbursements must be submitted within 90 days or before the end of the year, whichever is shorter, of incurring the expenses. If unable to meet this deadline, the submitting member is responsible for contacting the Association Treasurer to request an extension.
- All receipts should be submitted in their original form from the place of purchase. Scanned copies and business invoices referencing other receipts are also allowed. Where possible, receipts should only have items purchased for the Association listed and not be combined with other personal purchases to avoid confusion. Receipts are to be attached to the Form.
- Reimbursement forms must be approved by a Board Member in charge of the Committee incurring the expense or, in the case of a Board Member requesting reimbursement, by the Treasurer or President.
- After approving the reimbursement, the Board member will then forward the Form to the Management Company for payment. The Management Company will retain these records according to their Record Retention Policy.
- Since the expense incurred is typically an immediate out-of-pocket cost for the submitting member, both the approver and the Management Company are expected to process the reimbursement as soon as possible.

- The Board and all Committee Chairs must notify potential neighborhood volunteers (which includes Board members, Committee Chairs and members) of this receipt policy prior to asking them to purchase items for Association events.
- Exceptions to the above policy must be approved in advance by a majority of the members of the Board.

Approved by the Directors on January 25, 2010
SABINO VISTA HILLS NEIGHBORHOOD ASSOCIATION

By: Lloyd B. Sydney
 Its: President

IN WITNESS THEREOF, the undersigned parties, being the President and Secretary of the Association, by executing this policy resolution of the Sabino Vista Hills Neighborhood Association this 9th day of FEBRUARY 2011 certify that this resolution was approved by a majority of a quorum of Directors at the meeting held on January 25, 2011.

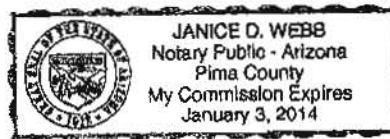
By: [Signature] President By: Margaret A Cambridge Secretary

STATE OF ARIZONA
 COUNTY OF PIMA

This Policy Resolution was acknowledged before this 9th day of February, 2011 by Lloyd B. Sydney, President and Margaret Cambridge, Secretary of Sabino Vista Hills Neighborhood Association, Arizona Corporation for and on behalf of the corporation.

[Signature]
 Notary Public

My Commission Expires:
1-3-2014



SABINO VISTA HILLS NEIGHBORHOOD ASSOCIATION

EXPENSE REIMBURSEMENT FORM

Name			
Address			
Purpose of Expense:			
Vendor*	Date	Account**	Amount
Total			

Requestor:
Signature _____ Date _____

Approver
Signature _____ Date _____

Process

1. Requestor completes and signs form; and attaches receipts
2. Requestor submits signed form with attached receipts to Approver
3. Approver signs form & submits completed form with receipts to Management Company

* Receipts attached

** Pool, Tennis, Social, Contingency, Communications, Landscape, Rec Center, etc.