

	FMCA POLICIES AND PROCEDURES	INDEX NO. 2013	APPROVAL LEVEL EB
	SUBJECT Withdrawal and Disbursement of Funds	EFFECTIVE 11/11	SUPERSEDES 11/09
		SPECIAL DISTRIBUTION Finance Committee	

POLICY

Disbursement of funds belonging to FMCA and/or its subsidiaries is to be solely for the payment of the organization’s authorized obligations.

PROCEDURE

1. Disbursements of FMCA’s and/or its subsidiaries’ funds shall be made by checks and Automated Clearing House (ACH) transfers indicating the purpose for which payment is made. Payments made shall be within a reasonable time of the date of the invoice and in accordance with discounts offered.
2. All requests for checks and ACH transfers shall be accompanied by an approved purchase order and applicable invoice.
3. Checks must be signed, and ACH transfers must be authorized, by the President and Treasurer or by such other person(s) as may be approved by the Executive Board. Checks in the amount of \$5,000 or more require two signatures. ACH transfers in the amount of \$5,000 or more require approval by two authorized persons.
4. All transactions and supporting documents shall be kept on file for at least seven years.
5. All transactions and supporting documents for capital items shall be kept three years after disposal of the item.
6. A withdrawal of invested funds of FMCA shall only be made with the consent of the President and Treasurer and notification to the Executive Board. This approval applies to the everyday operations of FMCA and refers to any withdrawals of funds from any of FMCA’s investments (stock, bond, or money market accounts) when these funds are needed to address budgeted items previously approved by the Governing Board.
7. Withdrawals of invested funds for unbudgeted items shall be recommended by the President and reviewed by the Finance Committee before submission to the Executive Board for approval. Approval by the Executive Board shall require a two-thirds affirmative vote.