

Virginia Community Criminal Justice Association
Financial and Purchase Authorization Policy

Date of Issue: February 17, 2013

Policy: It is the policy of the Virginia Community Criminal Justice Association (VCCJA) to utilize a purchase authorization process to purchase goods and services that are necessary for the operation of the Association and that have been authorized by the VCCJA Executive Committee.

Budget Cycle: VCCJA operates on a fiscal year budget cycle that begins on January 1st and ends on December 31st of each year.

Budget Preparation: The Treasurer of VCCJA, in consultation with Executive Committee Members and other active and authorized VCCJA committees will prepare a budget in January of each year that categorizes and outlines all anticipated expenditures and revenues for the coming fiscal year.

Budget Approval: After review by the Executive Committee a formal approval of the year's budget will be made as soon as practical. Expenditures prior to the formal approval of the budget may be authorized by the Executive Committee as necessary to operate the organization until formal budget approval has occurred.

Financial Accounts: The Treasurer of the Association is authorized to open and maintain the necessary financial accounts to operate the association and that are in the association's best interest including but not limited to checking account, savings account, and certificates of deposits. Accounts all operate on a dual signature process for check writing or withdrawals totaling \$500.00 or more. Authorized signatures shall include the Treasurer and/or President, but may also include any other Executive Committee member who is authorized to sign checks with the bank.

Debit Card Use: The Treasurer may maintain a debit card when such a card is available through the bank. All transactions must be handled directly by the Treasurer with approval from the President and are subject to all provisions of purchases.

Receipts: All authorized purchases shall require a receipt or receipts that provide proof of the purchase amount and the vendor's name. Though original receipts are preferred, copies or facsimiles of receipts will be accepted as valid receipts. Original receipts should be submitted whenever possible. Receipts with items deducted should not be submitted. All items on the receipt should be eligible for reimbursement.

Purchase Authorization Request: Prior to a purchase being made or before reimbursement to a member or consultant can be authorized, a formal purchase request authorization form shall be completed by the member or consultant who will be making the purchase.

Approval of Purchase Request: The committee chair of the purchasing committee or any current executive committee member must approve the purchase request authorization before the purchase is made or before reimbursement can be made to the

member or consultant. Prior to the approval of the requested items or services, the committee chair or executive committee member approving the purchase shall ensure:

1. The funds have been budgeted for the purposes stated and funds are available in the requested line item.
2. If the funds are not available, or the items/services have not been included in the budget, special authorization will be required. If the requested items/services are under \$500, the President of the Association and the Treasurer of the Association are authorized to review and approve. In this instance, both shall sign the purchase authorization request. If the requested items/services are \$500 or more, then approval is required by the executive committee. Approval of the change should be documented in meeting minutes or by a special memorandum issued by the President of the Association and attached to the Purchase Request Authorization.

Reimbursements: In many instances, reimbursements may be made to members or consultants who have made purchases on behalf of the Association or has provided services to the Association. It is preferred that in these instances a purchase request is submitted and approved in advance of the purchase to ensure that funds are available and that funds have been allocated and budgeted for the stated purpose. Realizing that in some instances this may not be practical, the requestor will assume responsibility should a purchase be made prior to approval in the event that the funds are not available or the items or services are not in the approved Association budget. In the instance of a reimbursement, this should be noted on the purchase request that this is a reimbursable expense request and this will be the only form required. Travel reimbursement is covered separately from purchase reimbursements. Reimbursement requests must be received within 30 days of the expense.

Travel Reimbursements: Travel reimbursements are authorized for Association members, consultants, or any authorized individual providing services to or on behalf of the Association. For consultants, reimbursements will be made in accordance with contracts or memorandums or agreements made with the Association to provide a service. For members and consultants on approved Association business, reasonable travel expenses may also be reimbursed. For travel expenses to be reimbursed (with the exception of automobile mileage and meals), receipts must always be provided and attached to a Travel Reimbursement Request Form. General travel reimbursement requirements include:

1. Air or Rail fares may be reimbursed at coach rates and the traveler should plan in advance to get the best possible rates.
2. Mileage in a personal vehicle or a rental car in lieu of air or rail fares is allowed, but if mileage or rental car costs are more than the current coach air or rail fare for the destination then the maximum allowable reimbursement will be the coach air or rail rate.

3. Mileage is reimbursable to and from destinations for local travel and to and from air or rail stations to be reimbursed at the current state rate for the Commonwealth of Virginia.
4. Hotel fees and taxes shall be reimbursed at conference rate, if available.
5. Ground transportation and or rental cars are allowable, but the traveler is expected to utilize the most effective and practical method.
6. Per Diem rates will be reimbursed based on the current authorized state rate for the Commonwealth of Virginia which is based on the locality of travel. Amounts incurred over the approved rates are the responsibility of the traveler.
7. Other authorized expenses may be charged to the Association (materials, telephone calls, etc.) if approval is received in advance or if included in any approved contracts or memorandums of agreement with a consultant.

Travel Reimbursement Procedures: After travel has been completed, the authorized traveler will submit a Travel Reimbursement Request Form. The travel shall include all required receipts and the request will be forwarded to the Committee Chair sponsoring the event or an active Executive Committee member, and the normal purchase approval process shall follow. Once approved by the Committee chair or active Executive Committee member, the request should be forwarded to the Treasurer for the normal verification of availability of funds and the issuance of the check. Reimbursements will be forwarded directly to the consultant or member requesting reimbursement unless otherwise requested by the individual making the request. Travelers must request reimbursement within 30 days of the completion of travel.

Issuance of Funds: Once a purchase or reimbursement request has been approved, the treasurer or designee of the association will ensure that funds are available and once verified will issue a check for the approved amount. The check will be forwarded directly to the vendor, consultant, or member unless requested otherwise by the individual requesting the funds. Once approved, any authorized purchase or reimbursement will be made within 30 days of receipt of the approved request.

Deposits: Once a payment (cash, check, money order or other format) has been received by an agent of the association, every effort should be made to process that payment in a timely manner. No agent of the association shall hold payments beyond a 30 day period. Please forward all payments upon receipt to the Treasurer for timely deposit.

Attachments:

1. **Purchase Authorization Request Form**
2. **Travel Reimbursement Request Form**

VCCJA Travel Reimbursement Request

Instructions: Complete Form completely, attach all receipts, sign and date below. Mail completed form to: Amanda Wimberley, Treasurer, VCCJA, 801 Water Street, Suite 10, Portsmouth, Virginia 23704. For reimbursement questions call 757-393-5237.

Name of Member or Consultant:

Agency:

Address (to send reimbursement):

Phone Number: _____ **Email Address:**

Purpose (Conference Speaker, VCCJA Committee, Other):

Auto Mileage: \$ _____ **per mile (Commonwealth of Virginia Rate)**

Date	Destination	Miles	Total

Meals and Lodging: (Attach receipts for Hotel, Meals are reimbursed at approved per diem rate for Commonwealth of Virginia)

Date(s)	Item (Meals or Lodging)	Total

Other (Air or Rail Fares, Parking Fees, Rental Cars, etc.-Include Receipt for Each Item):

Date	Item	Code (VCCJA Use)	Total

Total This Sheet	
Total Attached Sheets	
Total Reimbursable	
Total Due Traveler	

I certify these expenses were incurred by me on official business of the Virginia Community Criminal Justice Association.

Traveler's Signature:

Date:

**Approval/Chair
Check Number:**

**Committee:
Processed Date:**

Date:

**Virginia Community Criminal Justice Association
Purchase Requisition Form**

Committee: _____ **Requester:** _____ **Date:** _____

Reason for Request	Cost	Total
	Total Requisition:	

Vendor: _____ **Tax ID:** _____

Address: _____ **Phone:** _____

If a reimbursement- check here: _____

Name to be on Check: _____

Address to send check: _____

Approval to Purchase Authorized By (must be approved by any Executive Committee Member or Committee Chair):

Signature

Title

Date

Approved By: _____ **President/Designee** **Date:** _____

_____ **Treasurer/Designee** **Date:** _____

Purchase Paid/ Reimbursement Date: _____ **Check No.** _____