



Who Signs What, When...

The requirements are the same for Club and Foundation.

Funds deposit form:	Who Signs	Example
<ul style="list-style-type: none"> If YOU are a Committee Member or Committee Chair submitting a deposit 	Committee Chair	Funds received from social events, raffle tickets, projects proceeds (cookbooks), dues, donations.
<ul style="list-style-type: none"> If YOU are the President submitting a deposit 	Vice Presidents or Reporting Treasurer	Funds for donations.
Request for payment form:	Who Signs	Example
<ul style="list-style-type: none"> If YOU are a Committee Member requesting payment TO yourself 	Board Committee Chair	Personal expenses incurred by the committee member to be reimbursed TO the committee member.
<ul style="list-style-type: none"> If YOU are a Committee Member or sub-committee chair requesting payment TO a third party 	Board Committee Chair	Scholarships/ Grants, Programs, Community Projects
<ul style="list-style-type: none"> If YOU are a Committee Chair requesting payment TO yourself 	Co-Chair (if position exists) or President	Personal expenses relating to the committee, incurred by the chair to be reimbursed TO the chair.
<ul style="list-style-type: none"> If YOU are a Committee Chair requesting payment TO <u>Non-Contracted</u> third party 	Co-Chair (if position exists) or President	Hostess, Social or Community Projects, for non- contracted venues.
<ul style="list-style-type: none"> If YOU are a Committee Chair requesting payment TO a <u>Contracted</u> third party 	YOU (the Board Committee Chair) or President Note: Must include explanation if major billing variance occurs versus the contract	Payment to a contracted third party such as venue, speaker, entertainer, etc. Note: all contracts must be signed by the President & copies attached to payment request.
<ul style="list-style-type: none"> If YOU are the President requesting payment TO yourself or a third party for a non-committee expense 	Vice Presidents or Reporting Treasurer	Gifts, Technology Payments. Note: payment for committee work needs to be signed by Committee Chair.
<ul style="list-style-type: none"> Payment request to move money between Club and Foundation 	Board Committee Chair (typically Treasurers)	Funds transfer between Club and Foundation.

*Note: Requests for a **Non-Budgeted Payments** must be pre-approved by the President or Budget Chair prior to payment submission.*

Revised 1/2025