

Addie's Pond Reimbursement Policy



The following process should be taken when seeking reimbursement for items purchased for Addie's Pond facilities or events.

1. All transactions should be done solely for Addie's Pond items (do not combine personal purchases with Addie's Pond purchases).
2. A reimbursement form should be filled out.
 - a. Each event/facility should have a separate reimbursement form.
 - b. Each person to be reimbursed should be separated out on reimbursement form.
3. All receipts should be attached to each reimbursement form.
4. Each reimbursement form and set of receipts should be placed in the HOA mailbox (3004 Addie Pond Way). ** DO NOT place in the treasurer's personal mailbox. **
5. Once reimbursement requests are received, the treasurer will write reimbursement checks to each individual but will give all checks to the committee chair. It is the committee chair's responsibility to disperse checks to each individual (if necessary).

All receipts/reimbursement requests must be submitted within **2 WEEKS** after purchase or event. At year end, ALL receipts/reimbursement requests must be turned in **BEFORE Christmas** so the year end books can be closed and balanced with the budget.

NO RECEIPT, NO REIMBURSEMENT