



O'Dwyers GAA Club

Policy and Procedure Template

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| Created By | Paul Finn |
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Policy

- It is recognised that Club volunteers give freely of their time and should not be adversely disadvantaged financially within their role.
- All purchases on behalf of the Club should be pre-approved by the Executive Committee.
- The Club will reimburse volunteers for any approved purchases where receipts can be provided. Volunteers will **not be** reimbursed for general costs e.g. phone, travel unless approved by the Clubs Executive Committee.
- Volunteers requiring to purchase goods from a single supplier on a regular basis should discuss the establishment of an account with the Executive Committee for ease of managing finances.
- Where possible, purchases should be made from our Sponsors or from local businesses.

Procedure

- Volunteers need to submit an expense claim form, with receipts, for reimbursement. Expense claim forms are available on the Club website.
- Reimbursement Claims should be submitted as soon as possible after purchase and, where possible, within 30 days of any purchase.
- All reimbursements will be made by cheque.