



NATIONAL GEOSPATIAL-INTELLIGENCE ALUMNI ASSOCIATION

SUBJECT: NGAA Policy Memorandum #4 - Expense Vouchers

DATE: September 24, 2013

TO: NGAA Membership

1. Background: In order to assist the Treasurer in performance of his/her duties an expense voucher form has been prepared to document expenses in an orderly process. It shall be the responsibility of the Treasurer to insure proper application in the keeping of records. The NGAA Board of Directors (BOD) has agreed the position of Treasurer would be a Director from NGAA-West. This will help in coordinating the Association finances with the NGAA-West Treasurer who will maintain the repository of funds for the Association.

2. Policy:

a. Any Board member incurring expenses should submit a voucher to the Treasurer along with the invoice, receipt(s), or explanatory memo identifying the expense to be reimbursed. Due to the fact that all checks will come from the NGAA- West checking account, it is necessary that duplicate copies of the voucher be prepared. Copy 1 (Black) will be for the NGAA Treasurer, Copy 2 (Brown) will be for the NGAA-West Treasurer.

b. Attached to this policy are copies of the forms to be used by any person of the Association incurring expenses related to performance of assigned duties. Normally such expenses will be confined to members of the Association's Board of Directors. In all instances of reimbursement, one of the Board members must approve the voucher for payment by the Treasurer.

3. Procedures:

a. The NGAA Treasurer will coordinate with the Requester in completing the following entries on both voucher copies.

(1) **Payment to:** Name of the person or billing Organization to receive the payment.

(2) **Amount:** Should equal the amount of the attached invoice, receipt(s), or explanatory memo.

(3) **Budget allocation:** Enter only on 'Copy 1 (Black) the budget allocation

National Geospatial-Intelligence Alumni Association category that has been established by the NGAA Treasurer. Since the NGAA-West Treasurer will be writing the check the Budget allocation on Copy 2 (Brown) will always be "NGAA Expense".

b. The Requestor will complete the following entries: **Date Submitted, Signed and Title or Office.**

c. The **Date Approved** and **Signed** entries should be completed by one of the officers indicated on the approval section of the voucher. (A Designated Official shall not approve their own voucher)

d. The NGAA Treasurer will:

(1) **Sign** the voucher in the area provided and **attach** only to Copy 1

(Black) the required invoice, receipt(s) or memo as checked on the voucher.

(2) Establish a **Voucher Number** to coincide with the Treasurer's record book.

(3) Forward both vouchers (Copy 1 and 2) to the NGAA-West Treasurer to complete and issue a check for the Requestor.

e. The NGAA-West Treasurer will:

(1) Enter a separate **NGAA-West Voucher Number** that is unique to NGAA-West

(2) **Sign** and **Date** both voucher copies in the areas provided and enter the **Date Paid** and **Check No.**

(3) Retain the NGAA-West voucher Copy 2 (Brown) as supporting documentation for reimbursement and record keeping.

(4) Return the completed NGAA voucher Copy 1 (Black) to the NGAA

Treasurer along with the reimbursement check for the requestor.

4. Both Treasurers will post financial data from these forms and retain them as supporting data for any subsequent audit of expenses.

5. Questions regarding this memorandum and/or suggested changes should be referred to the NGAA Chairperson of the Board.

6. This policy is effective immediately and remains in effect until rescinded or modified.

FOR NGAA

Robert G. Edwards
Chairperson of the Board

Attached forms NGAA -101
Copy 1 (Black)
Copy 2 (Brown)

NATIONAL GEOSPATIAL-INTELLIGENCE ALUMNI ASSOCIATION (NGAA)

EXPENSE PAYMENT VOUCHER

Voucher No. _____

NGAA West Voucher No. _____

To Treasurer

Payment to _____ in the amount of \$ _____

Is hereby requested and is to be charged to budget allocation _____

Date Submitted _____ Signed _____

Title or Office _____

Date Approved _____ Signed _____

(Circle One)

Chairperson Vice-chairperson Secretary Treasurer

Prepare copy 1 (Black) for NGAA Treasurer,
Prepare copy 2 (Brown) for NGAA West Treasurer

Signed NGAA Treasurer _____ Date _____

Date Paid By NGAA West Treasurer _____ Check No. _____

Signed NGAA West Treasurer _____ Date _____

Attached is:

Invoice _____ Receipt(s) _____ Memo _____ (Check One)

If more than one item List Separately Below:

**NATIONAL GEOSPATIAL-INTELLIGENCE ALUMNI
ASSOCIATION (NGAA)**

EXPENSE PAYMENT VOUCHER

Voucher No. _____

NGAA West Voucher No. _____

To Treasurer

Payment to _____ in the amount of \$ _____

Is hereby requested and is to be charged to budget allocation _____ **NGAA EXPENSE** _____

Date Submitted _____ Signed _____

Title or Office _____

Date Approved _____ Signed _____

(Circle One)

Chairperson Vice-chairperson Secretary Treasurer

Prepare copy 1 (Black) for NGAA Treasurer,
Prepare copy 2 (Brown) for NGAA West Treasurer

Signed NGAA Treasurer _____ Date _____

Date Paid By NGAA West Treasurer _____ Check No. _____

Signed NGAA West Treasurer _____ Date _____