



Vietnam Veterans of America Chapter 392, Portland Metro

Expense Reimbursement / Invoice Payment Procedure

The Request for Reimbursement / Payment Form (RRP) is to be used for obtaining reimbursement for purchases made on behalf of the chapter and for approval of invoices sent directly to chapter.

1. Submitter should fill out the following fields on the chapter RRP Form:
 - 1.1. Submitter Name, Title/Position, signature and date of submittal
 - 1.2. Payee Name, Address, City, State and Zip Code fields. These are for where check should be sent
2. Submitter should obtain signature of Officer authorizing purchase. *(If possible, this should be obtained prior to actual purchase)*
3. Submitter must attach copies of all receipts for items to be reimbursed. *Receipts should be in the form of invoices or printed receipts from vendor.*
4. Submitter should submit completed form with receipts to Treasurer.
5. Treasurer reviews completed form and checks it for accuracy and validity. Submitter is contacted if there are any questions.
6. Treasurer (or another officer) approves and signs form authorizing payment after verification check.
7. Treasurer prepares check for reimbursement. Two signatures are required for all checks.
8. Treasurer records check number and date on form (and invoice, if applicable).
9. Treasurer mails or delivers check to payee.
10. Treasurer files completed form with attachments.