



North Valley Animal Disaster Group Standard Operating Guidelines

Title: PAYMENTS – Reimbursement, Credit Card Expenditure, Invoicing, Fuel, Deposits

Objective: To ensure that payments are quickly reviewed, approved, paid, and posted in a timely manner.

Description: Follow accounting best practice protocols for financial transactions.

Check Request Procedures:

All requests for payment shall be emailed to payments@nvadg.org by noon on Friday for disbursement to be made by Wednesday the following week. Payment will be issued by check and mailed to payee unless other arrangements have been made. Please make sure the payee's name and address are included on the check request.

If there is something unusual, with respect to the transaction, please clarify in the body of the email when you submit the documentation.

Reimbursement: For purchases made by individuals using their own funds with prior approval.

Complete a Reimbursement Form (see attached).

Scan or take a photo of the form AND the receipt(s). Please try to include multi-pages in one document rather than sending a separate document for each item scanned or photographed.

Email document to payments@nvadg.org. The reimbursement request will be reviewed by the Executive Director and forwarded to accounting for processing.

NVADG Credit or Debit Card Expenditures:

Complete an Expenditure Form (see attached).

Scan or take a photo of the form AND the receipt(s). Please try to include multi-pages in one document rather than sending a separate document for each item scanned or photographed.

Email document to payments@nvadg.org. The reimbursement request will be reviewed by the Executive Director and forwarded to accounting for processing.

Invoices for Service: For services provided by independent contractor (IRS 1099)

Email an invoice with a description of work performed, hours, and hourly rate to payments@nvadg.org. Make sure the invoice contains your name (company name) address, invoice number, invoice date, explanation of services and payment terms. The invoice will be reviewed by the Executive Director and forwarded to accounting for processing.

If this is the first time you are requesting payment as an independent contractor, please include a completed W-9 with your invoice. Payments will not be released until the W-9 is received.

NVADG employees who are paid through Allevity Employer Solutions (or any personnel agency) do not need to present check requests. Please report your hours to Allevity or the appropriate service.

Fuel reimbursement during deployment: Please continue to use the procedure that Butte County has set up in our Memorandum of Understanding.

- For 2022 ONLY, see **Standard Operating Guidelines for 2022 Mileage Reimbursement** (when Butte County has not authorized mileage reimbursement for an incident).

Deposits: Bank deposits of checks or cash:

Scan or take a photo of all checks, along with the deposit slip. Please try to include multi-pages in one document rather than sending a separate document for each item scanned or photographed.

Email document to payments@nvadg.org for processing. The Executive Director will also send any donation information to whomever is keeping the Donor List.

Related Documents Attached:

- Reimbursement Form
- Expenditure Form



REIMBURSEMENT FORM

Payee _____ Amount \$ _____ Request Date _____
Reason _____

PLEASE ATTACH/INCLUDE ALL RECEIPTS

To be completed by the Executive Director/Treasurer:

Approved by _____ Check # _____

Category _____



EXPENDITURE FORM

Payee _____ Amount \$ _____ Date _____

Check number, or last four of Debit/Credit Card _____

Reason _____

PLEASE ATTACH/INCLUDE ALL RECEIPTS

To be completed by the Executive Director/Treasurer:

Approved by _____

Category _____