

LAIA Reimbursement/Payment Process Policy

In order to ensure accountability, and simplify the process of requesting reimbursements or payments for contractors and suppliers, the LAIA Board adopts the following process for approving reimbursements and payments.

1. Invoices and receipts received from contractors, suppliers and residents will be examined by the appropriate Committee Chair, Board member, or designee to determine that the goods received, or services performed, were as expected.
2. The Committee Chair, Board member, or designee will fill out the LAIA Payment/Reimbursement form and attach the invoice/receipt. This form will include the expenditure category and explanation information. The submitter will sign the form to indicate that the goods received, or services rendered, were as expected.
3. The Committee Chair, Board Member, or designee will then forward the paperwork to the LAIA Bookkeeper.
4. The LAIA Bookkeeper will review the payment/reimbursement request. Questions regarding expenditure categorization, documentation, or description should be resolved by discussion between the LAIA bookkeeper, the individual who submitted the paperwork, and the appropriate Board and Committee members. Once all issues have been resolved, the Bookkeeper will prepare a check for signature.
5. If the payment/reimbursement request is not urgent, the payment request will be presented for approval and check signature at the next monthly LAIA Board meeting.
6. If the payment/reimbursement request is urgent, the appropriate Committee Chair, Board member, or designee is responsible for securing the appropriate payment/reimbursement approval and check signature and arranging delivery of the payment/reimbursement to the payee.
7. Payment/reimbursement requests usually require 2 authorized signatures on both the request and the check. Reimbursement requests may not be approved or signed by the person receiving the reimbursement/payment. The LAIA Treasurer may assume responsibility for reviewing and authorizing payments on normal LAIA administrative expenditures.

8. The President, Vice President, Treasurer, and Secretary are authorized signers on all LAIA accounts.
9. A list of payment/reimbursement requests received shall be presented to the Board for review and comment.