



**Vietnam Veterans of America, Inc.
The Villages Chapter 1036
PO Box 842, Oxford, FL 34484**

Request for Payment POLICY LETTER

A request for payment must be submitted on the correct payment form (ex: Request for Check, Cash Advance etc.) and accompanied by all receipts and or supporting documentation.

The request should be made by the individual or the Board of Director that the individual reports to directly to the treasurer. The treasurer will make payment directly to the individual if it is a budgeted expense. If not the treasurer will present the request to the Board of Directors for discussion and approval or denial.

It will be the responsibility of the treasurer to pay the request in a timely manner (no longer then five (5) days), either directly by check to the individual or by on-line banking to the individuals home address.

Board Approval

Date: 10-05-2015

Membership Notification

Date: 10-06-2015