

Monona Grove Optimist Club

Disbursement of Funds Policy

1. Normal Operating items per the approved budget may be paid by the S/T upon receipt of invoice; i.e. OI Dues, SWIS Dues, etc
2. Routine office expenses, if within current budget limits, may be paid by S/T per invoice, i.e., postage, paper, printing, etc; if over budgeted amount, must be approved by Pres prior to payment
3. Repeat donations may be paid upon receipt of invoice by S/T if in the current budget
4. New Donations may be paid by S/T once approved by the Board
5. Club Project/Committee Expenditures:
 - a. If within the current budgeted amount, must be approved by the respective Chair prior to payment
 - b. If over budget amount, Chair must approve, and one Club officer (Pres or VP) must approve, prior to payment
6. At the discretion of the S/T, any invoice for payment that is significantly over budget may be referred to the Board for final approval