

Patriotic Piecers of the White Mountains	Policy # 04	Page 1 of 1
Policy Title: Reimbursement	Date of initial approval:	
Date reviewed/ revised:	Version: a	

Purpose:

To identify how and when a Patriotic Piecer member can be reimbursed for purchase of supplies or services for a donated quilt.

Policy:

Acceptable items/ services for reimbursement (including dollar limits for items):

- Coordinator will acquire/ order batting and backing. Group members **will not** be reimbursed individually for backing or batting.
- Group members are responsible to obtain quilting services for the quilts they make. If a charge is incurred for quilting services, the member can present a receipt to the treasurer. A resource list of available longarm services is available.
- Individuals requesting reimbursement for fabrics are subject to group approval. Fabric reimbursement will be limited to \$50.00.
- Individuals can be reimbursed for other supplies at the discretion of the coordinator.

Process for obtaining reimbursement:

- Present receipt to guild liaison.
- Guild liaison will present receipts to guild treasurer and obtain funds from group account.
- Guild liaison will provide reimbursement to individual.
- Guild liaison will maintain record for coordinator of all reimbursements obtained.