Policy: Disbursement of Chapter Monies

Purpose: To provide a prescribed method for disbursement of chapter funds to assure accountability and accuracy in using chapter monies.

1. An expense voucher must be completed for all reimbursement requests in order for chapter monies to be disbursed.
2. Accompanying receipts must be attached with expense voucher. If a receipt(s) is not attached, the requested amount will not be reimbursed.
3. Any amount requested over $250.00 must be approved by both the Chapter President and Treasurer. Approval will be noted on the expense voucher as a permanent record.
4. To obtain a copy of the expense voucher, you can logon to www.nursingsoceity.org, click on chapters then click on chapter resources then scroll down to ‘expense voucher’. You may also contact the Treasurer for a copy of the expense voucher.