

Marlowe Manor Property Owners' Association

2000 Shumate Drive

Little Rock, AR 72212

www.marlowemanor.com

mmpoalr@googlegroups.com

Reimbursement Policy

January 27, 2019

The purpose of this document is to outline the reimbursement policy of the Marlowe Manor POA. This will be the standard to be followed for all request for reimbursements. It is the desire of the board of directors to reimburse out of pocket expenses as quickly as possible. There is information required to properly process all request to allow proper documentation in the official POA books and making payment.

An official detail receipt is required for all reimbursements. It is helpful if the receipt is solely for the account that the funds are coming out of. If the receipt has other items that are not part of the reimbursement, then circle the items that will be funded. On the back of the receipt write a brief description of what the reimbursement is for and print the name the check needs to be made out to along with the mailing address. A hard copy of the receipt should be placed in a sealed envelope and deposited into the mail box located at the entrance of the parking lot. A scanned PDF version is acceptable as long as all the required information is included. In this case email the PDF file to treasurermmmpoa@gmail.com.

Since this is an all-volunteer origination the bills are paid at least twice a month. Check with the current treasure for the cut off date that receipts will need to be received for payment. Incomplete or late receipts will be reviewed the next time bills are paid. Any receipt that is missing information will be returned with an explanation of what is required to process the request. Once the required information is provided the receipt will be paid the next time bills are paid.

All purchases over \$150 must be approved in writing by the treasure and one other board member. All purchases over \$500 must be approved in writing by the board of directors.

The official books for the Marlowe Manor Property Owners Association are maintained by the treasure for the board of directors. No other set of books will be recognized. The official books are the final accounting of finances for the Marlowe Manor POA and any organization that falls under the control of the association and the board of directors.

Board of Directors

Marlowe Manor Property Owners' Association