

<b>Title:</b> Check Cashing and Reimbursement	<b>Number:</b> N/A
<b>Cross Reference:</b> N/A	
<b>Approved by:</b> SD ENA Board of Directors	<b>Origination Date:</b> 12/2014
<b>Revised by:</b>	<b>Approval Date:</b> 12/2014
<b>Review date:</b> 2020	<b>Revision Date:</b>

**I. POLICY PURPOSE:**

- South Dakota Emergency Nurses Association (SD ENA) has the responsibility to maintain an updated, current bank account.

**II. PROTOCOL:**

- It is the expectation that purchases made for SD ENA will be discussed with the board/treasurer prior to purchase. Items already approved via budget discussion and approval will be considered as such.
- Purchases will be made with the SD ENA debit card if at all possible to streamline the purchasing process.
- Purchases not made with the debit card will need to be approved by the board before purchase. Receipts for these purchases will be turned in to the SD ENA treasurer no later than 30 days after the purchase. If purchases are made online and shipment is delayed, deadline changes can be considered.
- Reimbursement checks written to parties by the SD ENA must be cashed no later than 30 days after the date they are written.
- SD ENA reserves the right to void or refuse any outstanding debts or reimbursement checks which do not follow the procedures listed above.
- A unanimous vote of the SD ENA board of directors may override any of the above with proper documentation and explanation from the member, which will be released to the membership upon request.