



AMATEUR RADIO CLUB OF COLUMBIA COUNTY, INC.

A 501(c)3 Organization

www.ARCCC.org

P. O. Box 285
Evans, GA 30809



REIMBURSEMENT PROCEDURE

1. Unless otherwise stated in the bylaws, no reimbursement will be provided unless approved by the members and authorized by the board.
2. No reimbursements will be given without a legible receipt in original condition.
3. All receipts submitted for reimbursement must be submitted to the treasurer within 90 days of the date on the receipt unless otherwise approved by the board.
4. The original receipt must contain an itemized list of purchases with the price for each item, the name of the person being reimbursed and a project name for the reason of purchase.
5. Receipts with Non-project items will not be accepted.