

Sons of Union Veterans of the Civil War policy for approving invoices from the cash disbursement process.

Purpose of this policy:

The Sons of Union Veterans of the Civil War (hereafter known as the SUVCW) is a not for profit, tax-exempt organization. Therefore, the SUVCW is seen by the IRS, other governmental regulatory bodies, and its membership as a public trust, which is subject to scrutiny by and held accountable to such authorities as well as its membership. Those persons who serve in leadership capacities shall exercise good faith in all matters and transactions, and shall refrain from practices that allow personal gain or benefit due to knowledge or influence. The interest of the SUVCW shall be the priority in all decision and actions.

The process for handling invoices derived from cash disbursements shall be as follows:

1. Contracts are approved in accordance with Chapter 3, Article IX, Section 9 of the Constitution and Regulations, which is separate from the cash disbursement process.
2. Officers of the organization may not approve an invoice, expense reimbursement or other payment that is payable to themselves.
3. No officer that is authorized to sign checks on behalf of the Order may write and sign a check made payable to themselves in accordance with the Constitution and Regulations of the SUVCW.
4. The Quartermaster will indicate his approval and notation of receipt on invoices sent to the National Treasurer for payment
5. The Banner Editor will note either in written notation or in electronic communication his approval of items paid to create, publish, and distribute the Banner.
6. National Committee Chairman will approve payments made on behalf of their respective committees either in writing or by means of electronic communication when submitting such payments to the National Treasurer for payment. Such payments will be in accordance with the rules governing the purpose and duties of each committee respectively.
7. Additional information needed to support any request for payment will be delivered to the National Treasurer as soon as possible after the request is made.
8. In Situations not covered by the above statements, the National Treasurer will seek out a second review of an invoice or other request for payment by one of the Assistant National Treasurers or by another Officer of the Order.

Approved: 5/2017