American Legion Auxiliary
Department of South Dakota
Reimbursement Funds Policy

Adopted By: Department Executive Committee (SD)	Adopted Date:
Approving Body: Department Executive Committee (SD)	
Reviewing Body (ies): Finance Committee and DEC	Next Review Date:

Purpose

This policy establishes a standardized process for Reimbursement of funds/credits for Paid up for Life Memberships or overpayments made to the department.

Procedure

1. Any unit may request from the department secretary the amount of funds they have available to use.

2. The unit may request fund/credits to be used for the following:
    a. Payment of memberships at the department level
    b. Payment of Department Obligations

3. Payments to Department Obligations

4. A Request for reimbursement of any funds over $5.00 must be received by the Department office by the 15th of April and will be disbursed by the end of April.

Date Received	Description of Revision	Approved by