

## Check Request Policy and Procedures

For the Masters Class XXIV class year, the following invoicing/reimbursement policies, referred to as the Check Request Policy and Procedures, will apply. These policies govern when they conflict with certain portions of the general GNL Expense Reimbursement Policy.

- Invoices from vendors may be paid by check directly to the vendor.
- All invoices submitted must include the following vendor information: contact name, telephone number and email.
- Out-of-pocket expenses may be re-paid by check to the team member who incurred the expense; receipts are needed as documentation.
- Requests for checks should be submitted on a special Masters Class Check Request Form (see copy in this handbook appendix) –it is also available on the GNL website (Member > scroll way down to Organizational Documents > Forms, How To's > Check Request Form). The form must be accompanied by the relevant **legible** invoice or receipts (original, electronic, faxed or scanned. This policy applies to invoices directly from vendors, as well as receipts for out-of-pocket expense reimbursements to team members.
- Whenever possible, use the GNL tax-exempt certificate (see copy in this handbook). PDFs of the GNL tax-exempt certificate are also available on the GNL website under Organizational Documents > Forms.
- Certain expenses, such as caterers and venue hosts, may require deposits or checks on or before the session day, and should be arranged in advance with your CLT Lead, using the Masters Class Check Request Form (see copy in this handbook).

Check Request Forms with documentation should be submitted (email transmission is acceptable, please scan documents) to the CLT Lead or, in that CLT's absence, to the Class Chair. CLT can approve the check request and forward it to HBK for processing.

- After the check has been signed, it will be processed in accordance with the instructions entered by the requesting session day team member on the Check Request Form (e.g., direct deposit, mail it or hold for pick-up, etc.)
- Coordinate with the assigned Co-Program Chair if a contract or an insurance certificate is required (e.g., when using bus transportation for a session day).
- Any questions from Session Day Team members should be addressed to the CLT Lead.

*These policies are based on decisions made by the GNL Finance Committee on February 24, 2012.*

