



Connecticut Veterans Organization, Inc
PO Box 1013 Middletown, CT 06457-1013
Phone/Fax (877) 628-8387 E-Mail: welcome@ctvo.org

Policy 2010-03
Effective 14 April 2010
Financial Responsibility

The Connecticut Veterans Organization's Financial Responsibility lays with all Members, Volunteers and Officers. With our organization continuing to grow, and to be aligned with our bylaws, we are creating this policy to help streamline all financial requests. We have created a new form for reimbursement requests (CTVO Form 11 - Reimbursement Request Form) which is located in the Forms & Documents Library. Anything that has been requested on or after April 14th must be requested on this form. Before requesting the reimbursement and before making any purchases, make sure you have received approval on CTVO Form 12 - Request for Financial Approval. Single Postage requests for less than \$1.00 are exempt from the Form 12. Other Exceptions include:

- Telecommunication Expenses (CTVO Main Line Only)
- Website Expenses (ctvo.org website only)
- Google & Yahoo Search Advertising
- Fundraising Expenses (Form 12 Exempt Only)
- Any other pre approved monthly expense that has been approved by the board.

Please note that as of the effective date of this policy, except for Major Events, we are typically not approving any expense request for more than \$25.00. We are also not reimbursing for mileage. If our financial situation gets better, we may look at increasing this limit in the future. At this time there are no future plans on reimbursing for milage/

If you have any questions regarding this policy, please contact Jason Cap at jcap@ctvo.org or by calling 877-628-8387x5.

Sincerely,

///SIGNED///

Jason Cap
President, Financial Officer
Connecticut Veterans Organization

The Connecticut Veterans Organization is a non-profit organization who helps veterans find jobs, housing and get the benefits that they deserve. If you know some one who can use our assistance or who would like to volunteer, please contact welcome@ctvo.org or call 877-6-CTVETS.

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