



Greater Texarkana Branch NAACP #6231 Voucher Process (Funds Reimbursement)

Please adhere to the below process to complete the Voucher for funds reimbursement spent on behalf of the Branch to spend monies. The Branch Secretary is available to assist you accordingly.

1. Research and/or gather information (e.g., estimates, quotes or invoices) for your expenditure(s).
2. Complete a Voucher, which is accessible on the [Branch's website](#), and include documentation. Email the completed Voucher and supporting documents to the Secretary to review and disseminate to the President, Treasurer and/or Executive Committee for approval. **Any expenditure over \$300 MUST be approved by the Executive Committee.** The Executive Committee consists of Branch Officers, Executive Committee Members and Committee Chairs.
 - a. The Secretary will reflect any expenditure(s) and/or revenue against the annual Branch and/or Committee Budget to determine if funds are available. If funds are unavailable, the committee/individual needs to request additional funds via the Executive Committee for approval.
3. Upon approval of the Voucher, the President and Secretary will sign (initial), and the committee/individual will be notified to spend funds accordingly. Please keep a copy of your Voucher to attach your receipt(s),
4. Please note the Voucher will NOT be processed until all the receipt(s) are received per original submitted Voucher. Please provide a COMPLETED Voucher with receipts to process payment. The Secretary will forward to the President and Treasurer for signatures to cut a check/payment; approximately two/three weeks.
5. Completed Vouchers will be filed for the National NAACP Annual Financial Report (AFR).

*****IMPORTANT**

- Please allow at least one month or more to gather figures/documents for your expenditure(s) to complete the Voucher.
- Track your committee's actual expenditures/revenue on your annual proposed Committee Budget Form and provide Updated form to Secretary and Executive Committee.
- Please email Voucher and supporting documents to naacp.texarkana@gmail.com.