

# ***MLR Accounting Standards***

## ***Check Signatures***

1. All checks for amounts of \$1,000.00 or higher require two signatures.

Pre-signing of checks is not permitted.

## ***Invoices***

All invoices require the approval of an Officer or the Executive Director prior to submission for payment. No one will approve reimbursements for themselves.

## ***Automatic Payments***

Automatic payments may be used for recurring bills such as telephone, electric, and maintenance contracts. Board authorization is required to set up automatic payments. Annually, a report of automatic payments will be provided to the Board.

## ***Board Member Expense Reimbursements***

Board Members may on occasion purchase items on behalf of MLR. If the amount is over \$100.00, prior approval of the Board is required. No Board Member will approve reimbursements for themselves.

Reimbursement requests will use the attached Expense Reimbursement Form. Reimbursement claims will include tracking expenses to appropriate budget lines/project codes.

Mammoth Lakes Recreation  
Expense Reimbursement Form

Name: \_\_\_\_\_

Amount: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Please staple receipts to this form and give to the MLR Treasurer for review and approval. Thank you!

Please list each expense and budget line, if known.

Date	Item	Amount	Comments	Budget Line

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Date