



# *HMC Management*

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## **POLICY**

Subject: Payment of Invoices and Requests for Reimbursement Policy

All bills to be paid must be reviewed and approved for payment by the HMC Board.

Staff and volunteers who purchase goods and services for HMC must follow one of the following procedures:

1. Pay expenses out of pocket and submit Request for Reimbursement form for review and approval by HMC Board and payment following the next Board meeting; or
2. Obtain firm quotes from vendors and request a check payable to the vendor for the exact amount. The requests must be approved in advance by the HMC Board designated committee chair for the relevant area (Roads, Parks, Water, Transportation, Administration).

Staff and volunteers who use the ferry on HMC business must pay the ferry fees and submit a Request for Reimbursement form for payment. Crew members are not authorized to waive fees or accept charges.

This policy supersedes all previous policies on this topic.

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Reed West  
President, HMC Board of Directors

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Date