

Schenectady Light Opera Co. Show Expenditures

Volunteers are invaluable to SLOCs productions. Your willingness to help is greatly appreciated. Having volunteered on productions myself, I understand the issues surrounding procurement and reimbursement. The following rules have been developed to facilitate this process. Please read and follow these rules. Failure to adhere to these rules may result in reimbursement delays or the inability for the treasurer to reimburse you.

Purchaser's responsibilities:

1. Buy from stores where SLOC has an account whenever possible. **This saves you from having to put out your own funds and request reimbursement.**
2. Use a tax exempt form to make all purchases. **Tax incurred will not be reimbursed.**
3. Do not co-mingle your own expenses with SLOC expenses. **Receipts submitted should be only for SLOC expenses.**
4. Submit your receipts (including those for purchases on a SLOC account) and this form to the show producer. **The producer must sign off on all reimbursements.**

5. Prior to submitting receipts for reimbursement, make a copy of the receipts and the reimbursement form for your records. This will ensure reimbursement, in the event of missing original receipts.

6. All receipts including internet transactions must contain the date of purchase, the vendor, the item purchased and the purchase price.

7. If you buy from an individual, obtain a statement from the individual which contains the above information. Also provide the **email address or phone # of the individual for verification purposes.**

8. If you feel you are owed a reimbursement, contact your producer to verify that your receipts were submitted to the treasurer. **Use your copies to resubmit if necessary.**

Thank you for your cooperation.