



PROCEDURE TO APPROVE AND PAY INVOICES

Association of Retirees of the IDB/IIC

1. The Treasurer and Deputy Treasurer are herewith jointly authorized for approving all invoices presented for payment by entities/persons which/who have provided or will provide goods and/or services to the Retiree Association, as well as all the credits received for merchandise that was returned in connection with such payments, up to a maximum of \$3,500 per expense and within the budgeted amounts. The payments for services will have to be Approved by the person or persons directly responsible for those services.
2. The Board must approve any expense above the amount of\$ 3,500.00.
3. The Board must approve budget overruns before payments can proceed
4. The Board authorize the following expenses:
 - UP to one hundred and fifty-three days of wages paid to the contracted Officer who supports office activities, the preparation of the Bulletin, files of the Association and the update of bulletin and minutes in the Association's website. Up to ten additional days are also approved to. perform office duties while the Association's Office Assistant is away from the Bank.
 - Design costs for the Website, Bulletin and Annual Report
 - Contracted out services previously. Approved by the Board.
 - Bank services required for supporting Association activities.
 - Expenses for two staff officers to attend and to provide logistical support at the monthly luncheon
 - Costs of non-Association speakers participating in the monthly luncheon.
 - Costs associated with attending International Organization meetings held in the Washington area.
 - Parking or metro expenses incurred by Board and Association members attending official Association business.
 - Revolving fund expenses pre-approved by the respective Chapter President, as per existing guidelines.
 - Taxes and fees payable to public authorities in the different jurisdictions where the Association operates, including income and Social Security taxes collected from third parties.
 - Office expenses requested by the Association's Office Assistant via e-mail, with a copy to either the President or the Secretary of the Association.

- Expenses reimbursed by the Association's Office Assistant using Petty Cash funds.
 - Travel expenses for trips approved by the Board.
 - Expenses incurred supporting Board activities and the Annual Meeting.
 - Training expenses incurred by the Association's Office Assistant.
 - Any expenses approved by the Board.
5. In order to preserve the accounting integrity of the process and transparency in the record keeping activities, one of the following documents, as appropriate, will be required to accompany invoices presented for payment, except for taxes and fees due by the Association as per current laws:
- Signed time sheets for all Payroll payments.
 - Signed time sheets for all contractual administrative temporary support while the Association's Office Assistant is absent from the office. Such time sheets should be accompanied by the email sent to inform the Board of the Office Assistant's absence.
 - Evidence of the work done under approved contracts.
 - Detail list of phone calls made from office's phones.
 - Submission vouchers used to request services from the Graphics Section.
 - Log of mail sent out to the Communications Unit of the Bank.
 - Duly signed Petty Cash receipts, clearly showing expense reasons and reimbursement dates.
 - Copy of E-mail requesting procurement of goods and/or services.
 - Bank requests for payment with corresponding supporting documentation.
6. In the absence of the Treasurer or the Deputy Treasurer, a Board Member designated by the Board will provide approval concurrence.