



BPAA FINANCIAL POLICY REIMBURSEMENTS

As at January 2021

This Policy is for the use of committee members purchasing products or services on behalf of, or for the use of the Backflow Prevention Association of Australia Inc. (BPAA).

All requests for reimbursements for products or services purchased on behalf of the BPAA must be accompanied by all of the below:

- Approval for the expenditure, in writing, from the whole Committee, prior to the expenditure. (Minutes or email approval from all of the committee will be accepted)
- A completed [Reimbursement Form](#)
- Receipts pertaining to the requested amount

However, situations on a case-by-case basis and submitted in writing may be considered.

Process

- 1) Letter to the Committee stating their case for reimbursement or raised as an item number on the Committee Agenda.
- 2) Once approval, in writing, has been granted, by the majority of the committee, make the purchase of the product or service
- 3) Submit the above mentioned documentation to:

Email: bpaaoffice@bpaa.org.au

Postal Address: PO Box 2219, Brookside Centre, QLD 4053

- 4) A reimbursement will only be paid directly into the bank account detailed on the abovementioned form. There will be no cash payments under any circumstances.
- 5) Should any member wish to make a purchase on behalf of the BPAA and then donate this product or service to the BPAA, that member must provide a letter stating that the purchase is a donation and reimbursement is not required.

You are responsible for understanding this policy upon purchasing any product or services. However, we realise that exceptional circumstance can take place so the Board, at its discretion may determine whether a reimbursement will be granted. Notification of the result will be in writing.

If you have any questions regarding this policy or a reimbursement request, please contact BPAA on bpaaoffice@bpaa.org.au or call 0481 337 527.