

# BPAA FINANCE POLICY

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## REIMBURSEMENTS

As at January 2019

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 President of the BPAA.
- 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 Board stating case for reimbursement.
- 2) Once approval, in writing, has been granted, make the purchase of the product or service
- 3) Submit the above mentioned documentation to:

**Email:** [bpaaoffice@bpaa.org.au](mailto:bpaaoffice@bpaa.org.au)

**Postal Address:** PO Box 307, Aspley. Qld 4034

- 4) A reimbursement will be paid directly into the bank account detailed on the abovementioned form.

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](mailto:bpaaoffice@bpaa.org.au) or call 0412896703.