

SCWLA CHECK REQUEST PROCEDURE

This check request procedure must be used when requesting payment by or reimbursement from the South Carolina Women Lawyers Association (“SCWLA”).

1. A completed check request form must be forwarded to the Treasurer with supporting documentation.
 - a. For requested payments directly to a vendor, a vendor invoice should be submitted.
 - b. For requested payments to a SCWLA member in advance of the expenditure, a reimbursement request including a written explanation of the reason for the advance payment should be provided, and supporting documentation should be submitted within five business days after the event.
 - c. For requested reimbursements, evidence of payment and receipts should be submitted.
2. The request must be approved.
 - a. If the requested funds have not been budgeted:
 - i. Approval is required by the Board if the request is for more than \$100.
 - ii. Approval is required by the Executive Committee if the request is for less than \$100.
 - b. If the requested funds have been budgeted:
 - i. Approval by the applicable Committee Chair, Regional Representative, or the President is required.
 - ii. Approval is not required by the Executive Committee or the Board unless the Treasurer or the President deem such approval appropriate in light of the Budget and amount of the expenditure.
3. As to requests for which the appropriate documentation has been submitted and the appropriate approvals have been obtained, checks shall be written within five business days. Checks may be picked up or mailed, whichever the person making the check request prefers.