



Procurement Card and Expense Reports Policy

Last Updated 10/25/2019

Policy Statement

This policy defines an allowable business expense as a necessary, reasonable, appropriate, and allowable non-compensation expense incurred for a valid business purpose to fulfill the mission of Twin Cities Maker, Inc (Twin Cities Maker).

This policy also lists substantiation and original receipt elements required to pay allowable business expenses. In general, this policy ensures appropriate use of Twin Cities Maker funds in support of its mission and follows Generally Accepted Accounting Principles (GAAP).

Scope

This policy applies to all holders of a Twin Cities Maker Pex Card, procurement card, and/or anyone who is compensated for shop-related expenses no matter the form of payment.

Definitions

Appropriate: An expense that is suitable or fitting for a particular valid business purpose.

Necessary: Minimum purchase or service required to achieve a particular business objective.

Reasonable Expense: An expense that is ordinary and reflects a prudent decision to incur the expense on behalf of Twin Cities Maker business. Not extreme or excessive.

Original Receipt: The original merchant receipt or invoice issued by the supplier or service provider to document and substantiate the business transaction. A digital image of the original receipt is allowable provided that it is legible.

Substantiation: Documentation to support an incurred business expense that includes the original receipt, description of business purpose, and appropriate expense report for the incurred cost.

Policy

Guidelines

1. Two out of the three Twin Cities Maker officers (President, Vice President or Treasurer) must approve the issuance of any procurement card, including replacement of a card.
2. Pex Cards are Twin Cities Maker preferred method of payment
3. Procurement cards will be issued in the name of the cardholder to make allowable business expenses on behalf of Twin Cities Maker.
4. The cardholder must immediately surrender the card when affiliation with Twin Cities Maker has ended, or at the request of an officer.
5. All purchases in excess of \$250 must be approved by the Twin Cities Board of Directors



(Guidelines Continued)

6. All purchases made by any member with access to “load money” onto procurement cards must have their substantiation of expenses reviewed by another officer or their designee (i.e. The Treasurer may not approve their own expense report).
7. Only the Executive officers of the Board of Directors may enter the organization into items or services on term contracts.
8. Cardholders will be required to sign an agreement indicating their acceptance of this policy. Individuals who do not adhere to these policies and procedures will risk revocation of their procurement card privileges and/or disciplinary action

Substantiation of Expenses

All allowable procurement card expenses must be accounted for in our financial software (i.e. Quickbooks or Expensify).

Each expense must include:

- Original Receipt
- Merchant Name
- Date of Purchase
- Total Dollar Amount
- Description (Business Purpose)
- Department (Tag)
- Type of Expense (Category).

Any expense in excess of \$25, which does not include a full substantiation of the expense submitted, will be considered the liability of the cardholder or person who initiated the expense.

Any expense less than \$25, may include a signed Twin Cities Maker Missing Receipt Form in lieu of the original receipt, however all other requirements must be fulfilled to be approved as an allowable expense.

Timing of Submittal of Expense Reports

All expenses incurred for a calendar month must be submitted by the 10th day of the following month of the expense.

Should all expenses not be submitted, the cardholder’s procurement card will be disabled until all expenses for the previous month have been submitted.



CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the PEX CARD
Number XXXX -XXXX - XXXX - _____. (Last 4 digits of Card Number Only)

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the PROCUREMENT CARD AND EXPENSE REPORTS POLICY for Twin Cities Maker, Inc. I acknowledge receipt of the PROCUREMENT CARD AND EXPENSE REPORTS POLICY and confirm that I understand the terms and conditions.

As a holder of this card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the Treasurer Officer upon demand during or after any period of my affiliation with the organization. I understand that the card is not to be used for personal purchases and that I must provide a receipt for every purchase. If the card is used for personal purchases or for purchases for any other entity or if I fail to provide a receipt substantiating a legitimate business expense by the 10th day following the end of the current month, Twin Cities Maker, Inc. will be entitled to reimbursement from me of such purchases. Twin Cities Maker, Inc. shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(Treasurer/Officer)

MAKE SHARE LEARN

OFFICE AND SHOP:
3119 E. 26TH STREET
MINNEAPOLIS, MINNESOTA 55406

TWIN CITIES MAKER
EST. AD. 2009  MAKER SHOP
HACK FACTORY

MEMBER SUPPORTED

WWW.TCMAKER.ORG
INFO@TCMAKER.ORG
612-293-MAKE

Missing Original Receipt Informational Form

Vendor Name:

Amount:

\$ _____

Date of Transaction:

Please Explain Reason for Missing Receipt:

Cardholder Name: _____

Signature of Cardholder: _____

Date of Signature: _____