

FLORIDA CROWN WORKFORCE BOARD, INC. POLICY

POLICY TITLE: Expenditures [Using 501(c)3 Designation]

POLICY NUMBER: ADM-009-05 DATE EFFECTIVE: October 25, 2005

DATE REVIEWED: July 20, 2010

APPLICATION

Florida Crown Workforce Board, Inc. (FCWB) Employees and Board of Directors, AWI Employees, and Service Provider Employees

PURPOSE

This policy outlines the process in which expenditures are to be using our 501(c)e designation, the process for reimbursement, and outlines guidance for staff members.

POLICY

FCWB is a 501(c)3 corporation, and is therefore tax exempt. Accordingly, all vendors are to be advised of our tax exempt status and, if necessary, provided with a copy of our 501(c)3 designation which can be obtained from the Accounting Department. If purchases are made and the tax exempt designation is not used, purchaser will be responsible for reimbursement to FCWB of the amount of the tax liability. If reimbursement is requested for an amount already paid by purchaser without using the tax exempt designation, the amount of the tax liability will not be reimbursed by FCWB.

Receipts for purchases are to be submitted to FCWB's Accounting Department no later than the day following purchase, with small-sized receipts to be taped to 8 ½ X 11" sheet of paper. All purchase receipts must include an explanation of the expenditure (i.e. gas for trip to Old Town).

ACTION:

FCWB Employees and Board of Directors, AWI Employees, and Service Provider Employees when purchasing at FCWB expense will adhere to this policy.

Approved: *John Chastain*
John Chastain, Executive Director