

## Montana Association of Medical Staff Services

Policy/Procedure Name: <b>Remittance Policy</b>	Index: <b>MTAMSS-003</b>
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**Purpose:**

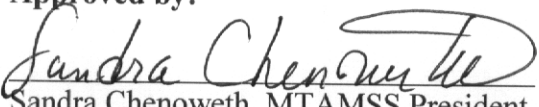
The purpose of this policy is to provide a process by which expenses incurred can be remitted in a timely manner by the Treasurer of the organization.

**Policy:**

The Treasurer of the Montana Association of Medical Staff Services (MTAMSS) has the authority to send remittance for expenses incurred by the organization as defined below.

**Procedure/Content:**

1. The Treasurer may remit payment under the following circumstances:
  - A. Reoccurring expenses as approved by majority vote of the officers.
  - B. Invoices less than \$250.00 to pay for administrative costs, conference costs, and similar expenses as they arise.
2. Invoices that are over \$250.00 and not already approved must be presented to the Officers and voted on before payment will be remitted.

<b>Rule/Cite/Tag:</b> None	
<b>Policy Cross Reference:</b> MTAMSS Bylaws	
<b>Revision and/or Replacement Date(s):</b> N/A	
<b>Approved by:</b>  Sandra Chenoweth, MTAMSS President	<b>Date Approved:</b> <u>7-12-2012</u>