**Guidelines for Processing Payables**

**incurred on behalf of CREW Dallas or CREW in the Community**

The purpose of this memo is to help everyone understand the procedures in place for incurring and paying bills on behalf of CREW Dallas or CREW in the Community.

**Contracting:**

* When buying/ expensing any services or products, the correct entities to have referenced in an invoice are as follows:

* If for CREW Dallas, use
  + **CREW:  COMMERCIAL REAL ESTATE WOMEN, INC.**
* If for CREW in the Community, use
  + **CREW CLASSIC, INC.**

Please do not contract in a person’s name. The initiating person can add their name and address as “contact” or “ship to” if desired.

* The only people able to sign contracts are the members of the Executive Committee which consists of the President, Past President, President Elect and Treasurer **(Directors and/or Chairs are not authorized to bind the chapter).**

* Notwithstanding the above, purchase orders or invoices for small items not requiring a contract can be signed by Chairs or Directors.

* Please **NOTE:**  Per the bylaws, any expenditure which exceeds $1,000 and isn’t budgeted OR exceeds the budgeted amount by greater than 10% for that item, it must be authorized and approved by the Board **in advance via a “Budget Request-Change Form.** You will need to notify your Director and Chapter Director **prior** to completing plans for any event and they will obtain the necessary board approval.

* Another **VERY IMPORTANT NOTE**:  If you are buying something on behalf of **CREW in the Community, the organization is a sales tax-exempt organization** and does not have to pay sales taxes on purchases. The member making the purchase should present to the vendor ahead of time the CIC State of Texas sales tax-exempt certificate. If the member pays for the item and sales taxes as part of the purchase on behalf of CIC, CIC **WILL NOT** reimburse them for those sales taxes.

**Expense Voucher Requests:**

* **Check vs Credit Card:** Major expenses are to be paid directly by Treasurer via an Expense Voucher check request vs credit card or member reimbursement. With advanced planning and coordination. If a credit card payment is the only method of payment, please discuss with Treasurer and the Chapter Director first to decide and complete best method of payment.
* **The Expense Voucher** request forms must be fully completed, signed and sent via email to Treasurer.  An account code is needed before any request is processed (regardless of whether or not this is an invoice to be paid or a reimbursement check to a member).  For ease, the chart of accounts for each organization is in the Expense Voucher form. The budget should be consulted to ensure coding is corresponding to where budgeted.  In addition, be sure to show the committee on the form to which the expense is affecting.

* Expense Voucher request after they are completed, forward to Committee Chair and Director for approval. The Chair, after verifying for accuracy will approve/sign and forward to the Director. The Director has final review signs and sends it to the Treasurer for payment. Incomplete or incorrect Expense Voucher request forms with missing receipts/invoices will be returned, thus delaying payment.

* **New Vendors:** If you are using a new vendor, we will need their **tax ID numbers (W-9)** before they can be entered and paid. Vendors who are incorporated (Office Depot, Corner Bakery, etc.) are exempt from this rule. If you are unsure if a vendor is new or not, check with the Treasurer. No exceptions can be made to this rule for tax purposes.

* **Checks are curt two-times per week,** **Tuesdays and Thursdays**.  Please be sure all vendors have the proper understanding of timing of payment. Additionally, checks are cut by our CREW Network Accounting team and will go directly via mail to the vendor or member that is the payee.

**Monthly Statement by Committees:**

* Once a month the financials will have the **Statement by Committees report**. This is to be used by the Directors and Chairs for their use and reference throughout the year for actual and budget financial standings.

* Each Committee has its section tracking revenue and expenses. If there are variances, the Directors will be asked to explain any significant variances to the Board. That is why it is important that you use the correct coding when using an Expense Voucher.