

1 **Standing Rule No. 8**
2 **of the**
3 **Democrats of Greater Riverside**
4 **Processing Bills for Payment**

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6 **Section 1. Purpose.**

7 The purpose of this rule is to establish the procedures by which bill payments
8 are handled.

9 **Section 2. Rule.**

- 10 1. Before any bills or reimbursements can be processed it must be
11 determined:
- 12 a. There must be a receipt.
 - 13 b. It must be determined if the item was budgeted.
 - 14 c. If it is not a budgeted item, the matter shall be discussed by the
15 DGR e-board for a decision and vote.
- 16 2. For all bills with a receipt or billing statement and which have been
17 budgeted,
- 18 a. The check must be signed by two authorized signers. If a check is
19 being used to reimburse one of the authorized signers, that
20 person must not be one of the signers of the check.
 - 21 b. Once the check has been properly signed, it is to be copied and
22 attached to the receipt and filed in the "bills paid" section.
 - 23 c. The disbursement is also to be recorded in the ledger.
- 24
- 25 3. In-Kind donations
- 26 a. All in-kind donation made on behalf of DGR must be recorded.
 - 27 b. DGR has an in-kind donation form to be utilized for this purpose.
 - 28 c. There must be a receipt attached to the in-kind donation form.
29 The documentation for the in-kind donation is to be filed in the
30 ledger.