



AMERICAN VAULTING ASSOCIATION
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INSTRUCTIONS FOR REIMBURSEMENT

- ✓ **To be reimbursed for pre-authorized AVA expenses, the AVA OFFICIAL PAYMENT AUTHORIZATION FORM must be used.**
- ✓ **Authorization Form must be filled out completely or it will need to be re-submitted.**
- ✓ **All invoices (s) & receipt (s) must accompany each expense item listed on the form.**
- ✓ **The AVA accepts two types of Official Payment Authorization Forms:**
 - Hard copy approvals either faxed or mailed
 - Obtained from National Office
 - Downloaded from AVA website (Forms Navigation button).
 - Electronic approvals sent by email
 - Forms may be scanned and emailed.
 - Email from VP send an email approval including the following information:
 - How much to be paid
 - Who to be paid.
 - Purpose of expenditure.
 - We hope to have electronic approval forms soon.
- ✓ **Multiple Payment Authorization Forms must be used if a single invoice is to be split between multiple Executive Officers.**
 - **Send each Executive Officer a separate Payment Authorization Form and write down exactly how the split of the invoice (s) or receipt (s) shall be shared.**
 - **Write the same split information on the invoice or receipt.**

NOTE:

- All invoices and receipts must be submitted to the respective Executive Officer for approval within thirty days (30) of services rendered or merchandise received.
 - Invoices and receipts submitted to the respective Executive Officer sixty days (60) after services have been rendered or merchandise received may be delay payment.
 - Invoices and receipts submitted to the AVA outside of the current fiscal year (October 1 – September 30) and older than (30) days must be submitted directly to the President of the AVA for approval, along with an explanation for the delay. If the invoices and receipts are older than sixty (60 days), reimbursement may be delayed.
- **NO invoices or receipts may be sent directly to the AVA National Office without a completed Official Payment Authorization Form or they will be returned.**

12/28/13