

**SBWGA-18**  
**Policy #1: Expenditure and Reimbursement Procedures**

**Purpose:**

To establish procedures to be followed as it pertains to the expenditures and reimbursements for SBWGA-18.

**Procedures:**

1. For purchases totaling more than \$300, **Advance Approval** must be obtained.
2. To request a check, expense reimbursement, or use of the SBWGA-18 debit card, **Form #1, Check Request or Debit Card Pre-Approval**, must be completed.
3. Receipts or documentation of expenditure are required to be attached to the form.