



P.O. Box 26833
San Diego, CA 92196
858.693.7935
www.idtheftcenter.org

ITRC Expense Reimbursement and Check Authority Policy

As a nonprofit organization at the forefront of identity theft issues, the Identity Theft Resource Center's policy is to uphold the highest legal, ethical, and moral standards. In order to facilitate transparency and fiduciary responsibility in all our financial dealings, the ITRC has enacted the following policy regarding expense reimbursement and check authority:

- **ITRC Expense Reimbursement:**
 - From time to time it is a benefit to the ITRC for an employee or officer of the company to purchase goods or services on the behalf of the ITRC while using personal funds, either cash or credit cards.
 - It is mandatory for any employee or officer to be granted pre-approval from the ITRC Director of Operations prior to any purchase for which the employee or officer expects reimbursement from the ITRC. Without such prior approval, it will be ITRC general policy to disapprove reimbursement for expenses.
 - When purchasing any goods or services with the expectation of reimbursement from the ITRC, a valid receipt from the seller indicating the transaction or goods, date, and amount must be obtained.
 - The ITRC employee or officer must complete the ITRC Expense Report Form to request expense reimbursement from ITRC. The ITRC Expense Report must be signed by the employee or officer requesting the reimbursement, and must also be signed by a different officer with authority to approve use of ITRC funds, usually the Director of Operations.
 - The completed ITRC Expense Report must have attached a vendor/supplier generated receipt for each item on the expense report.
 - All expense reimbursement transactions will be effected by ITRC company check for the exact amount of the expense report tendered by the employee or officer to ITRC.
 - If the unreimbursed expenses were incurred in an activity in which another party, such as an ITRC sponsor, is expected to reimburse the ITRC, then the ITRC employee or officer will provide all information required for ITRC to generate the desired invoice to the other party requesting repayment.
- **ITRC Check Authority:**
 - In order to provide necessary checks and balances within the operating structure of the ITRC, it is necessary that no single person be able to create and sign/authorize an ITRC company check.
 - The Director of Operations, Rex Davis, is the only authority given the right to create checks drawn against any of the ITRC financial accounts. The Director of Operations expressly does not have signature authority for any ITRC checks.
 - The Chairman of the Board, Linda Foley, and the Executive Director, Jay Foley, are the sole officers with signature authority for ITRC company checks. The Chairman of the

Board and Executive Director expressly do not have creation authority for ITRC checks.

- Any changes necessary to this policy by way of change in personnel and/or absence of a required signature authority for an extended period of time will require that the remaining officers of the ITRC notify the Board of Directors and require a notice of change in signature authority be approved by a majority of the ITRC Board of Directors, whether on a temporary or permanent basis.
- Effectiveness of this Expense Reimbursement and Check Authority Policy:
 - This policy represents in writing policy that has been in actual effect within ITRC since mid 2006. All policy statements above have been followed within ITRC daily operations since that time, and thus this policy represents a statement of fact, rather than any effective change to ITRC operations.
 - This policy will be deemed in effect and continuing our working policy as of 2/1/2010, as signed by the Chairman of the Board of the ITRC.
 - This policy will be offered to the Board of Directors for affirmation upon the next Board of Directors meeting, scheduled for April 9, 2010.

By:

Signature _____ Date _____

Linda Foley

Chairman of the Board

Identity Theft Resource Center