



# OAK HOLLOW

HOMEOWNERS ASSOCIATION, INC.

P.O. BOX 620921

OVIEDO, FLORIDA 32762-0921

## Reimbursement Policy

Purpose:

To establish a uniform process for reimbursements.

Policy Statements:

1. Reasonable efforts should be made to avoid reimbursements. If possible, the Treasurer will make the purchase using the association debit card or preparing a check in advance.
2. In such case as a reimbursement is required, the following steps shall be taken:
  - a. Permission to make the expenditure must be obtained in advance.
  - b. The expenditure must relate to a budget line item or a decision of the board.
  - c. A dated receipt must be obtained and presented to the treasurer for reimbursement.
  - d. Payment will be issued within 10 business days.

Adopted, Oak Hollow Homeowners Association, Inc. Board of Directors  
29 August 2016

A handwritten signature in black ink, appearing to read 'Russell Case', written over a horizontal line.

By: \_\_\_\_\_  
Russell Case, Director, Secretary