



UPSHUR COUNTY ESD #1

Policy for: Process for submitting monthly bills to Upshur County ESD #1

Policy number: 5

Title: Submission of Monthly Expense Reports Procedure

General description/purpose: The purpose of this policy is to provide direction on how to submit monthly bills for budgetary reimbursement to Upshur County ESD #1.

Going forward: It is the policy of Upshur County ESD #1 that each department shall submit a monthly expense report on a form approved by the board. This report shall be accompanied by bills incurred by that department. Expense reports shall be turned in by 5:00pm at least 7 days prior to the scheduled meeting. For example, if the meeting is on the 13th then expense reports shall be submitted by 5:00pm on the 6th or earlier. Expense reports can be sent by email to tross@upshuresd.com or by dropping packets off at the drop box at Gilmer FD. Expense reports not turned in by this deadline shall be submitted with next month's expense report. Bills held for over 60 days must be submitted separately for approval. Clearly indicate on each bill what the expenditure is for and the initials of the person completing the transaction for the ESD. Corresponding information about the same bill should be noted on the expense report. Monthly credit statements on fuel purchases must be accompanied by all individual fuel receipts with name of individual making the charge and what the fuel was for. All bills should be clearly legible. If a copy is made of a bill, receipt, or check, please make sure all information is legible and clearly designated for the expense report. It is very important for all reporting information to be correct and legible for reimbursement and auditing purposes.

This policy takes effect March 14 2023
month day year

Michael Ryan

ESD board member

SHD Milch

ESD board member

Kenny Entwistle

ESD board member