

Hawaiian Swimming

December, 2007

To all Hawaiian Swimming members:

The following procedures will be in effect immediately. Any questions should be immediately addressed to the LSC Treasurer.

Request for Reimbursements/Payments:

Reimbursements will only be made by the Treasurer if ALL the following requirements are met:

- ❑ Fill out the current version of the LSC reimbursement form COMPLETELY. The form MUST indicate who the check is payable to (including the address); who is requesting the check; total amount being requested; reason for reimbursement and what was purchased. All reimbursements MUST have this form in order for the Treasurer to process your request.
- ❑ Original receipts attached to the form documenting the purchase. Whenever possible, keep your personal purchases separate from Hawaiian Swimming purchases.
- ❑ No emails to the Treasurer asking for reimbursement will be accepted as documentation.
- ❑ No reimbursement checks will be issued by the Treasurer without all the above documentation.

Receipt of Payment/Checks:

All copies of the supporting documentation for payment MUST be provided to the Treasurer:

- ❑ LSC surcharges - Team Manager recap report and Financial Report must be provided (due 10 days from completion of the meet)
- ❑ USA Registration – Two copies of the Registration Recap form MUST be provided for each corresponding payment
- ❑ Equipment and Sanction fees – copies of forms MUST be provided to the Treasurer for each corresponding payment
- ❑ Ribbons – copies of forms MUST be provided to the Treasurer for each corresponding payment

All forms are available on www.hawaiianswimming.org under Documents.