

## 11.12 Cash Reimbursed Expenses

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to reimburse expenses of minimal amounts (under \$50.00) through any store register.

### Procedure:

Reimbursements for expenses of an emergency nature may be paid from any store register by using a "PAID-OUT". The register records the transaction and reduces the day's income by the amount paid.

To obtain cash paid-out, a paid-out form must be completed and approved by the Director of Finance, Retail Coordinator and/or Director of Retail. The receipt for the expense must accompany the paid-out form.

Once the paid-out request is presented to the store clerk, it shall be entered on the register as "PO" and documented on the store daily report.

UNDER NO CIRCUMSTANCES IS A PAID-OUT TO BE ISSUED WITHOUT THE PROPER APPROVED FORM AND RECEIPT.