



Springfield Area Soccer Association

SASA Payment Guidelines

This document is intended to codify the procedures that the SASA Administrative staff will follow to process payments due members for reimbursement for services rendered.

These guidelines will likely be adjusted as experience increases our knowledge and ability to improve processes. Feedback by members is encouraged, and support of the administrative staff from all members is requested as we work to solidify the administrative functions of SASA so we can concentrate on our club goal of helping our kids to achieve their soccer-related goals.

These guidelines are shaped by the following general precepts:

- 1) All SASA expenses must have 2 approval signatures. The Assistant Administrator and SASA Administrator can give valid approval.
- 2) All checks will have 2 signatures.
- 3) Only the President, SASA Administrator, and the SASA Assistant Administrator have check-writing authority.
- 4) Requests for reimbursements must be accompanied by a receipt.
- 5) Checks will be written on Thursday of each week. For expenses received with appropriate approvals by Monday, best effort will be made to include them on that Thursday check run.

Payment Procedures:

- 1) Reimbursements:
 - a. Print a copy of the SASA Payment Request Form from www.sasasoccer.org.
 - b. Fill out Payment Request Form.
 - c. Attach receipt to Payment Request Form.
 - d. Turn in completed Payment Request Form to Gena Scott or Mike Nellesen at the SASA complex, or mail it to: SASA, PO Box 904, Springfield, IL 62705.
- 2) Payments for services rendered (Trainer Fees, Field Maintenance, etc.)
 - a. Print a copy of the SASA Payment Request Form from www.sasasoccer.org.
 - b. Fill out hours worked on specific dates.
 - c. Turn in Payment Request Form to individual responsible for your area of work; or turn in form to Gena Scott or Mike Nellesen at the SASA complex; or mail it to: SASA, PO Box 904, Springfield, IL 62705.

If you have questions, please contact me.

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