



**Bill Payment**  
**Electronic Bill Payment**  
**Finance**  
(Policy Adopted 11/24/2015)

Amount  
From                      To                      **Action Required:**

**If Item Is In the Approved Dues Budget or Approved Campout/Event Budget**

Item (see Note 1)	\$0.01	\$500	Treasurer Alone Approves Payment
Item (see Note 1)	\$500.01	\$1,000.00	Treasurer Plus One Other Approval (Note 2)
Item (see Note 1)	\$1,000.01	& higher	Treasurer Plus Two Other Approvals (Note 2)

**If Item Is Not In Budget or Approved By Core Group**

Item (see Note 1)	\$0.01	\$100	Treasurer Alone Approves Payment
Item (see Note 1)	\$100.01	\$500.00	Treasurer Plus One Other Approval (Note 2)
Item (see Note 1)	\$500.01	& higher	Requires Core Group Vote

Note 1: The item being approved must be submitted in writing and accompanied by a signed and a completed Check Request form. Receipts are normally required to be attached to the Check Request Form  
Note 2: "One Other" and "Two Other" are defined as any other GOPS Core Group Member

Check Request forms may be submitted in writing or electronically (email, FAX, etc.)  
The Treasurer is allowed to use electronic bill pay banking services to pay valid Check Request forms, vendor invoices, etc.  
The Treasurer shall not split items into different payments to avoid getting other approvals.  
The amounts shown above are for the "Total" amount listed on the Check Request form.