Guidelines for Email-Based Approval Process for Outgoing Electronic Payments to Vendors

The following detailed process will govern vendor payments using email and online banking:

1. **INITIATION OF PAYMENT REQUEST**
   - The Treasurer will prepare a payment request for each vendor, including:
     - Vendor name and amount.
     - Purpose of payment (e.g., choreography, skills clinics).
     - Budget category and confirmation that the expenditure is budgeted or requires approval
     - Supporting documentation (e.g., invoice or receipt scan) attached as a PDF.
   - The Treasurer will email the request to all Executive Board members and to the Head Coach for transparency.
2. **DUAL ELECTRONIC APPROVAL**
   - Two authorized signatories (from the President, Vice-President, Treasurer, or Secretary, per Article X, Section 2) must approve the payment via email reply.
   - If the payment approval request is originated by the Treasurer, the request is deemed approved by the Treasurer, requiring only one additional approval from another authorized signer.
   - Each approver will reply with a clear statement (e.g., "I approve this payment of [amount] to [vendor] for [purpose]") and include their full name and date.
   - Approvals must be received within 48 hours of the initial email. If no response is received, the Treasurer will send a reminder email.
   - The Head Coach will be consulted for non-budgeted expenditures and provide input via email, though they will not vote.
3. **PAYMENT EXECUTION**
   - Once two approvals are received, the Treasurer will process the payment through the online banking platform.
   - The Treasurer will use the online banking system's "memo" or "notes" field to record the approval emails' dates and approvers' names for audit purposes.
4. **DOCUMENTATION & RECORD-KEEPING**
   - All emails (payment requests and approvals) will be saved as PDF files and stored on a secure, cloud service (e.g., Google Drive or a similar free service accessible to the Executive Board).
   - Records will be retained for five years, as required, and made available upon request.
   - The Treasurer will maintain a log (e.g., Excel spreadsheet) of all transactions, including email dates, approvers, and amounts, to be shared with the Auditor as requested.
5. **SECURITY MEASURES**
   - All emails will be sent from and to official Booster Club email addresses to prevent spoofing.
   - Sensitive information (e.g., bank account details) will be redacted in shared documents.