



WOMEN IN FILM DALLAS

Spending Agreement



I, _____ (PRINTED NAME), understand that as a member of the Women In Film Dallas (WIFD) I must have approval by the Board of Directors (BOD) to spend any WIFD monies. I understand that I cannot enter into any written financial agreements with any other organization or individual on behalf of WIFD without prior approval of the BOD. I understand that I will not be reimbursed for monies spent, but not previously allocated or approved by the BOD, and I will be solely responsible for those monies spent. I understand, that unless previously arranged with the President or Treasurer, I am to pay for all goods or services out of my own pocket in conducting my WIFD board member business and subsequently be reimbursed. I understand that requests for reimbursement should be submitted to the Treasurer with itemized receipts and an accompanying reimbursement form. I understand that my reimbursement requests can be made available to any board member upon request from the Treasurer.

Name (Printed)

Board Position

Signature

Date