

**The process for payment of vouchers for SPF projects other than Tech Trek is as follows:**

1. Voucher is approved by committee chair and sent to second signer.
  2. Second signer emails or mails voucher to SPF Finance.
  3. The bookkeeper produces the check for payment and mails to SPF treasurer.
  4. The treasurer signs the check and mails to payee.
  5. Note: If a check is \$5000 or more, the check is signed by the treasurer and mailed to either the SPF chair or assistant treasurer for a second signature.
  6. The signer of the check then mails it to the payee.
- This process may take up to 3 weeks.

**The process for payment of Tech Trek vouchers is as follows:**

1. The voucher is submitted to the camp treasurer for approval.
  2. The voucher is sent to Tech Trek Project coordinator for second signature.
  3. Project coordinator emails voucher to SPF Finance.
  4. Bookkeeper produces check for payment and mails to SPF treasurer.
  5. The treasurer signs the check and mails to payee.
  6. Note: If a check is \$5000 or more, the check is signed by the treasurer and mailed to either the SPF chair or assistant treasurer for a second signature.
  7. The signer of the check then mails it to the payee.
- This process may take up to 3 weeks.

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