



## 1. PURPOSE

The purpose of this policy is to provide guidance to individuals (normally the Chapter VP - Membership and VP- Finance) who manage the membership and financial functions of the Phoenix APICS Chapter (Chapter) monthly Membership Vouchers for Chapter activities. This policy addresses the correct procedures for processing the Chapter members' portion of the dues applied to chapter activities.

## 2. PHILOSOPHY

The Chapter's mission is to maximize the educational and networking experience of all Members. The Chapter also must ensure that all financial transactions are handled accurately and efficiently to ensure the ongoing success of all parties involved.

## 3. SCOPE

This policy is applicable to all Chapter members or designee using the membership cash voucher to acquire Chapter offerings.

## 4. POLICY

- a. VP of Membership records each renewal of chapter dues, starting with 12/1/2004 renewal period, with \$40 of the Chapter dues of \$65 designated by member name and member number.
- b. VP -Membership will, monthly, prepare a spreadsheet from the society rebate list of members renewing at the revised chapter dues amount of \$65. This spreadsheet will contain Member's Name, Member Number, Renewal date, and an Expiration deadline 6 months from renewal date along with an area to record dates when each voucher is redeemed. This report is forwarded to VP - Finance with a copy to the Administrative Support Provider.  
VP -Membership will fill out 2 \$20 membership vouchers for each member on the monthly spreadsheet. Each voucher will specify the member name, member number, and voucher expiration date. VP-Membership will sign each voucher and forward to the Chapter President or designated officer for control signature in a different color ink. After each voucher is reviewed and signed by Chapter President, it is mailed to member's mailing address.
- c. Vouchers
  - i. Vouchers may be used for Chapter activities; e.g., PDMs, educational offerings, etc.
  - ii Vouchers may be used by other APICS members, if a valid voucher is authorized by member to whom it was issued.
  - iii. Vouchers have no cash value; thus, change will not be given if multiple vouchers are used at the same time. Balances will not be carried forward; ie, If a \$30 charge at a PDM is covered by two \$20 vouchers, no change will be issued nor will a balance be carried forward. If the member wishes to have full utilization of each voucher, then one \$20 voucher and \$10 cash will cover the PDM charge.



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- iv Expired vouchers will not be honored.
- v. Vouchers can be applied only against Phoenix Chapter #58 offerings. They are not valid for any other APICS Chapter programs or Society expenses.
- vi. Vouchers must be turned in at point of use. Verbal instructions to apply against a membership voucher will not be honored.
- vii Disputes will be settled by the VP -Finance or Chapter President. All decisions are final.
- d. All vouchers collected will be turned over to the VP –Finance, who will report monthly to the Administrative Support Provider the number of vouchers used, so that the revenue and expenses may be reconciled against the proper account, either Programs, Membership or Education.
- e. Any expired, unused vouchers will be recorded on the expiration date the month after the vouchers expire as membership revenue.

**ATTACHMENTS/OTHER CLOSELY RELATED POLICIES/PROCEDURES**

- a. Attachment(s)
  - i. Membership Cash Voucher (Maintained under separate cover – a controlled form)
- b. Closely Related Policies/Procedures/Documents - NONE

**RESPONSIBLE FOR MAINTENANCE AND COUNSEL CONCERNING THIS POLICY:**

- VP-Membership for membership matters
- VP-Finance for accounting/budget matters