

## **E-Payment Protocol**

May 12, 2020

1. Any person First Step has agreed to assist with medical travel expenses may request an E-Payment of the reimbursement if the reimbursement is for \$500 or less. The requestor must indicate their request on the First Step Application for Medical Travel Assistance.
2. The President of the Board of Directors or the Treasurer of the Board of Directors may initiate this E-Payment.
3. Prior to initiating the E-Payment the President or Treasurer (initiator) must have written agreement from one other signature authority for the First Step bank account. This written agreement may be in the form of an email or a memorandum clearly stating the other signature authority's concurrence in the payment.
4. Once the initiator has the agreement, they may affect the transfer.
5. The initiator must maintain a "hard" copy of the agreement in a folder for review.
6. Any Board member may request review of the hard copy agreements at any time.