



# SWE-CM Financial Policy

- Limit for spending over budgeted amounts without EC approval is 10% or \$50 whichever is less.
- Submit reimbursement request form with receipt(s) to Treasurer within 30 days of purchase of item or event completion, whichever is appropriate.
  - [Reimbursement form](#) available on Officers' Page (login required) of Section website under Treasurer.
- Perform an internal audit at the end of each FY.