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ΣΤΔ  
**SIGMA TAU DELTA**  
**DISCRETIONARY FUNDS POLICY AND PROCEDURES**

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**POLICY:**

Sigma Tau Delta provides discretionary funds to selected Board members and to the Executive Director. Discretionary funds are designed to cover expenses directly related to Society activities and operations, but not covered by other budget allocations.

**PROCEDURES:**

1. Individuals who wish to expend discretionary funds should submit requests to the Central Office.
2. If the request is for reimbursement, receipts and an explanation of how the funds were expended should be submitted.
3. Requests for direct payments to vendors must include invoices and an explanation of expenditures.
4. In their written reports to the Board, Board members and the Executive Director should specify the amount and purpose of discretionary funds expended.