



PENNSYLVANIA STATE CORRECTIONS OFFICERS ASSOCIATION

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••• *Patrolling the Toughest Blocks in the State* •••

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PSCOA Policy Reimbursable Expenses

1. Cell Phones: The Policy of PSCOA adopted on January 29, 2004—Each Local is authorized a cell phone for the President and Vice President only. In addition, the entire cell phone bill must be submitted for reimbursement. **Change:** Maximum reimbursement for cell phone service will be \$150.00 per month per Local. Local Presidents must ensure they secure plans with adequate coverage under the limit set. A copy of the entire phone bill must be submitted.

2. Donations to Charities: Maximum of \$600.00 per year.

3. Members in Distress: All donations to members in distress will come from the main office.

4. Flowers: Reimbursement for funeral flowers for immediate family (spouse, child, mother, father, mother-in-law, father-in-law). Limit: \$50.00 per.

5. Meeting Expenses:

- A. Food
- B. Copying
- C. Door Prizes—PSCOA Merchandise
- D. Hall Rental

6. Local Officer Expenses

A. Mileage for EJAC/WJAC, State Board meetings, Executive Board meetings, and required travel will be paid by the main office.

- B. \$25.00 toward high speed internet for the Vice President only. No other internet will be reimbursed.

7. Office Supplies: Yearly limit of \$1000.00. Extraordinary expenditures must be cleared through the main office.

8. Postage: As needed

9. Special Events: Approved by main office.

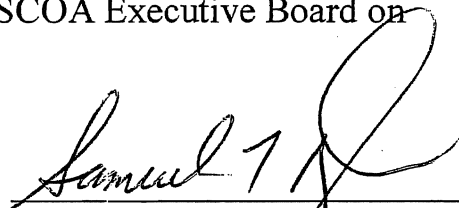
10. Public Relations: Approved by the main office.

11. Other: Copier maintenance agreement
Small game of chance license

12. Copies of the sign in sheet for all Union meetings must be included in the monthly reimbursement report.

13. Monthly Reimbursement: Must be filed on a monthly basis.

This policy is adopted by the PSCOA Executive Board on September 16, 2004.



Samuel T. Brezler
Secretary/Treasurer