



PENNSYLVANIA STATE CORRECTIONS OFFICERS ASSOCIATION

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Patrolling the Toughest Blocks in the State
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PSCOA Policy Reimbursable Expenses

PSCOA recognizes the rising costs of cell service and internet coverage!!!

- 1. Cell Phones:** This Policy of PSCOA adopted on August 11th 2019 – Each Local is authorized to reimburse the Local Executive Officers, consisting of the Local President, Vice President, Secretary and Treasurer. The maximum reimbursement for each local officer, for their cell phone service will not exceed \$125.00. The Local Executive Officers must ensure they secure plans with adequate coverage under the limit set above. Any coverage taken over this amount will be at the local officer's own expense. A copy of the entire phone bill must be submitted with the Local reimbursement.
 - Cell Phone reimbursement is for the **Cell Phone Plan** and the **Local Officer's phone only**.
- 2. Internet Coverage:** Internet has become one of the most common forms of communication within our business and the world, therefore each Local is authorized to reimburse the Local Executive Officers, consisting of the Local President, Vice President, Secretary and Treasurer. The maximum reimbursement for the local officers for their internet service will not exceed \$100.00. A copy of the entire bill must be submitted with the Local reimbursement.
- 3. Donations to Charities:** Maximum of \$750.00 per year.

4. **Members in Distress:** All donations to members in distress will come from the Main Office.
5. **Flowers:** Reimbursement for funeral flowers for immediate family (spouse, child, mother, father, mother-in-law, father-in-law). Limit \$100.00 per member.
6. **Meeting Expenses:**
 - A. Food
 - B. Copying
 - C. Door Prizes—PSCOA Merchandise
 - D. Hall Rental
7. **Local Officer Expenses:** Mileage for EJAC/WJAC, State Board meetings, Executive Board meetings, and required travel will be paid by the Main Office.
8. **Office Supplies:** Purchase as needed.
9. **Postage:** Purchase as needed.
10. **Special Events:** Approved by the Main Office.
11. **Public Relations:** Approved by the Main Office.
12. **Other:** Copier maintenance agreement & Small game of chance license
13. **Copies of the sign in sheet and meeting minutes for all union meetings must be entered into the DMS monthly. Reimbursement must be filed monthly.**

This policy adopted by the PSCOA State Executive Board shall take effect on August 11th 2019.


Raymond Johnston
Secretary/Treasurer