

FOUNTAIN PARK HOMEOWNERS ASSOCIATION REQUEST FOR REIMBURSEMENT POLICY

There are occasions when FPHOA Board members or Committee members make purchases during their projects for the Community.

1. To be reimbursed for any purchase(s) made for the Fountain Park HOA, the Committee Chairperson must fill out the “Fountain Park HOA Reimbursement Form” located on the Fountain Park website, Governing Docs, under Association Committees. Committee-related purchases up to \$300.00 are allowed without prior authorization. Purchases greater than \$300.00 require Board approval prior to purchase.
2. Send the completed form and a copy of the original receipt(s) to the HOA Treasurer and the Paul Ash HOA Property Manager. (See below)
3. The Treasurer will review the information and contact the Committee Chairperson regarding any questions or issues concerning the purchase(s) and/or paperwork provided.
4. Once the request is approved by the Treasurer, the Committee Chairperson will be notified, and the Property Manager will have the check issued. In the event the HOA Board Treasurer is requesting reimbursement, the HOA Board President must approve it.
5. Reimbursement check(s) will be available within two (2) weeks of approval.

Paperwork to be submitted to:

- HOA Treasurer: bod@fountainparkhoa.org
- Property Management: Paul Ash HOA Management
3499 N Campbell Ave., Suite 902
Tucson, AZ 85719
hoa@pamcohoa.co