



VSN Funding Reimbursement Procedures (July/2025)

Village Support Network is a 501(c)(3) tax exempt organization that supports local villages by direct purchases or reimbursing for approved expenses. Once approval has been received from either the VSN President or Treasurer, through your primary point of contact, purchases can be made or support services can be obtained. **The preferred method is for VSN to pay all invoices directly.** If this is not possible, there are strict rules that must be followed as outlined below.

Step 1 – Obtain Approval

Step 2 – Option A: VSN Pays Directly

- Provide details and an Invoice from the Village (in PDF format) to Treasurer@villagesupportnetwork.org outlining what the expense is for
- Provide details, a link or other information on where payment should be made and shipping information
 - a. Include login details for payment
 - b. VSN has sales tax exempt status and can avoid paying sales tax.
- If items are to be purchased by VSN, provide details and source. Vista Print is a preferred collateral provider with items shipped directly to the Village

Step 2 – Option B: VSN Reimburses Village for Approved Expense

- Provide the following to Treasurer@VillageSupportNetwork.org:
 - a. A summary of items (if more than one) to be reimbursed in PDF format, not in body of email
 - b. The **invoice(s) in (PDF format)** for the expenses incurred
 - c. Indicate who paid the invoice(s) - a person or the Village
 - d. If the Payor was an individual, indicate if they were reimbursed by the Village first or if reimbursement is to be paid to them
 - e. Proof of payment:
 - i. Payment made using a credit/debit card – provide credit card or bank statement showing account name/number and transaction. Other information may be blacked out.
 - ii. Payment made by check – provide both sides of cleared check, AND if a payment by the Village was made to reimburse an individual, proof of payment to them that it has cleared
 - f. Information on how to reimburse the payor/Village (this information needs to be submitted only once):
 - i. Zelle account name, email address, and phone number, or
 - ii. ACH routing number, bank name, account name, type and number (you may provide voided check).

- Additional Notes:
 - a. Submit invoices and documentation to VSN as soon as possible. (Email to Treasurer@VillageSupportNetwork.org)
 - b. All documentation should be in PDF format. Do not include required information in the body of an email. Multiple attachments to the email are acceptable.
 - c. Villages will **not** be reimbursed for sales tax.
 - d. Contact VSN, prior to purchase, if your Village does not have tax exempt status.
 - e. Reimbursement by Zelle and ACH will usually be within 2-3 days after all required documentation has been received.
 - f. VSN submits all documentation to our Grants Administrator and requests reimbursement under the Grant, which may take 3-6 weeks. Because of this, it is essential that all audit documentation is provided as soon as possible to VSN because it has an impact on cash flow.

All questions should be directed to the VSN Treasurer at

Treasurer@VillageSupportNetwork.org