

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Education Sales and Finders Fees

Document No: SOP0050_ Education Sales and Finders Fees

Original Issue Date: 12/28/05

Issued By: Board of Directors

Last Revised Date: 03/16/09

Revised By: Board of Directors

1. Purpose And Scope
 - a. To establish and maintain instructions by which the chapter recognizes the sale of APICS classes.
2. References
 - a. APICS - The Association of Operations Management
3. Instructions
 - a. Educational Class Finders Fee
 - i. No Board member or chapter member may be allowed to accept a finder's fee for a private company educational class.
 - b. Partnering
 - i. The chapter will, from time to time, undertake partnership agreements with other professional or educational organizations.
 - c. Reimbursement for educational initiatives
 - i. Any board member or director may submit an expense report for mileage associated with representing APICS educational initiatives. Expenses must be pre-approved by the President or VP of Finance.

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document