

How Tos

- [How to do reimbursements via Open Collective](#)

How to do reimbursements via Open Collective

You need to be an Open Collective Administrator to do this. Current administrators are: Noel, Simon, Hadley, David.

1. Go to Open Collective. Click on "Dashboard" and choose the "Greens & Beans Organization".
2. Click on "Outgoing Money" -> "Payment Requests"
3. Choose the reimbursement and click "Approve"
4. Then click on "Go to pay".
5. Choose the appropriate payment method. If it's Venmo, choose Other.
6. Enter the date.
7. Click on "Mark as paid"

The screenshot shows the Open Collective website interface. At the top, there's a navigation bar with the Open Collective logo, links for Platform, Solutions, Resources, and a search bar. On the right, there are buttons for 'Go to Dashboard' and 'GB'. Below the navigation bar, the profile for 'Greens & Beans Grocery Co-op' is displayed. It includes a profile picture, the organization name, and tags for 'ORGANIZATION', 'grocery', 'co-op', and 'consumer co-op'. There are also buttons for 'Edit cover' and 'Edit main color'. Below the profile, there are tabs for 'CONTRIBUTE' and 'BUDGET'. The 'CONTRIBUTE' tab is active, showing a 'Contribute' section with the text 'Become a financial contributor.' and a 'Financial Contributions' section. This section contains three cards: 'MEMBERSHIP' (Member Dues), 'ONE-TIME CONTRIBUTION' (Store Purchase), and 'CUSTOM CONTRIBUTION' (Donation). Each card has a plus icon in the top right corner. The 'MEMBERSHIP' card says 'Join us for \$5.00 per month and'. The 'ONE-TIME CONTRIBUTION' card says 'Register a purchase' and has a 'Read more' link. The 'CUSTOM CONTRIBUTION' card says 'Make a custom one-time or recurring'.