

	POLICY & PROCEDURE	Index No. 1005	Approval Level EB
	Subject Unplanned Expenditure Authorization	Effective Apr 8, 2009	Supersedes SOP
	Distribution Executive Board		

Policy:

It is the Policy of the Association that all necessary purchases and expenses, non-budgeted in the Associations Financial Plan, be properly authorized.

Procedure:

The Association President will authorize payment of non-budgeted expenditures and services for an amount less than \$2000.00.

Between meetings, purchases and services for \$2000.00 or larger are to be approved by the Executive Board. A special telephone or an e-mail meeting of the Executive Board may be called to approval non-budgeted or emergency expenditures.