

Process for Purchase Approvals:

8/18/2015

Expenditures exceeding \$500

Expenditures exceeding \$500 (for anything, including equipment and supplies), require pre-approval by Board vote prior to purchase.

Expenditures below \$500

Expenditures by Adopt-A-Trail Section Leaders, Special Ops Coordinator, board members and President require approval by another Board member other than the Treasurer.

Expenditures by Treasurer: Authorized to use the credit card for online purchases which have been pre-approved by the Board or another Board member, purchases at local merchants which have been approved by another Board member and for discretionary* purchases up to \$250.

Purchases of Consumables**:

The Board will pre-approve amounts (less than \$500) for each cache as part of the budgeting process. If the total amount is reached, Board may vote to adjust budgeted amount.

The purchaser will submit receipts and transmittal form to Trail Section Leader who approves / verifies*** and forwards to Treasurer for payment. Emails are acceptable for this step.

Treasurer receives transmittal form and receipts and issues check.

*Discretionary defined as postage, office supplies, gas, oil and minor equipment repairs.

**Consumables include gas, oil, equipment repair, gloves, replacement blades & chains, etc.

***Verification is: assuring that the described materials were purchased and placed into service