



Expenditure Authorization Guidelines

- a. For budgetary items covered by an existing policy, those guidelines shall be used by the Finance & Administration Committee to approve related expenditures.
- b. Any expenditure that can be categorized under an existing policy, but, would exceed the monetary guidelines set out by the related policy requires the approval of the FSA Executive, except in emergency situations where time is an issue the Finance & Administration Committee may approve the expenditure in advance of a FSA Executive meeting.
- c. Ongoing expense items related to FSA membership, office staffing and executive releases that are confirmed within the annual budget do not require further approval.
- d. For expenditures that are not covered under the annual budget or expenditures that would cause a significant variance to the annual budget, the approval of the FSA Executive is required, except in emergency situations where time is an issue the Finance & Administration Committee may approve the expenditure in advance of a FSA Executive meeting.
- e. Capital Expenditures:
 - i. All capital expenditures up to \$500 may be authorized by the Secretary-Treasurer or President.
 - ii. Capital Expenditures over \$500 should be reviewed and approved by the Finance & Administration committee, but to a maximum of \$2,000.
 - iii. Capital expenditures over \$2,000 need approval of the FSA Executive Committee.
- f. Expenditures for Supplies, services and other consumables:
 - i. Expenditures for supplies, services, and other consumables related to FSA business operations, office staff are authorized to spend up to \$200 without prior approval from Secretary-Treasurer, President, or Finance & Administration Committee.
 - ii. Secretary-Treasurer or President may pre-approve expenditures up to \$500 for supplies, services, and other consumables related to FSA business operations.
 - iii. Approval from the Finance & Administration Committee is required for expenditures over \$500 for supplies, services, and other consumables related to FSA business operations, except in emergency situations where time is an issue the Secretary-Treasurer or President may approve the expenditure in advance of a Finance & Administration Committee meeting.

- g. Emergency expenditures by FSA executives in the conduct of FSA business may not exceed \$100 without pre-approval for consumable items and/or services not covered under another existing policy.
- h. Expenditures authorized under emergency situations as described above, must be reported at the next meeting of the FSA Finance & Administration Committee and at the next FSA Executive Committee.

Approved by the Executive January 29, 2009