AUBERLE

 POLICY AND PROCEDURE

Distribution: Agencywide

Date Issued: 06/07/01

Date Revised: 04/10/2007
 05/26/2017

SUBJECT: Organizational Governance: Approval of Monetary Requests

POLICY: When seeking approval of any monetary requests, including check requests, purchases, reimbursements, and petty cash advancements, the appropriate written authorizations and documentation are required. This includes all levels of signatures required for each purchase. The levels stated below apply for transactions within a program or department budget. Hiring consultants, entering into any contracts or paying for personnel not already within budget are subject to prior approval by the CEO or as covered by other policies. Disbursements made under previously approved existing contracts, service agreements, purchase agreements, memorandums of understanding or leases do not require all levels of signatures, only those signatures of the program or department originating the disbursement request.

PROCEDURES:

1. An Auberle Reimbursement Form is used to document employee mileage, parking, tolls, and off-site meal expenses incurred while on Auberle business.
2. An Auberle Check Request Form is used to request an Auberle check to a specific individual/vendor for a product or service.
3. The Manager or comparable level staff member responsible for that program or department approves transactions in an amount of less than $500.
4. The appropriate Director approves transactions in an amount of $500 or more but less than $2,000.
5. The CEO approves transactions in the amount of $2,000 up to $50,000.
6. No employee may approve payment to himself or herself at any monetary level. This requires approval from their immediate supervisor. The Director of Finance will approve routine reimbursement requests by the CEO which will be reviewed by the Board Chair or Officer at the next Board meeting. If the level of the request is significant, the Director of Finance will seek approval from the Chair of the Board of Directors.
7. Purchases of goods or services not under an existing contract for greater than $10,000 are supported by documented bids or price proposals from at least three vendors or written justification is given the Director of Finance or CEO for a sole source purchase.
8. The Executive Committee or the Board of Directors approves purchases greater than $50,000.