

## **EXPENDITURE AND PROCUREMENT POLICY**

All expenditures should be consistent with the approved budget.

Except for items of a capital nature and for matters of extreme emergency, expenditures in any fiscal year shall not exceed income for that year. The Board, with the recommendation and the support of the Treasurer and President may approve extenuating, urgent and capital expense items in any fiscal year that may exceed income for that year.

Expenditures less than \$250 may be left to the discretion of the staff who are authorized to make purchases/Board member responsible for the program/item. The President and Treasurer must receive emailed notification of the purchase.

Expenditures exceeding \$250 but less than \$1000 require approval by the President and Treasurer before an order is placed.

Expenditures exceeding \$1,000 require approval by the Board of Directors before the order is placed.