



Procedure

Title: Expenditure Authorization

Number: A5200.00

Type: Administrative

Responsible: Vice President of Administrative Services

Related Policies: A5200

Linked Procedures:

Related Laws:

Related Standards:

HLC Criterion:

EXPENDITURE AUTHORIZATION

All expenditures at the College over \$25,000 must be approved by the Board of Trustees.

All expenditures must be within the scope of the approved budget. Individuals authorized to approve expenditures are as follows:

President - Up to \$25,000

Vice-Presidents - Up to \$5,000

All expenditure approvals must be by written signature or electronic signature.

All capital outlay expenditures and budget transfers require written approval by the College President subject to Board ratification or approval.

Change Log		
Date	Description of Change	Governance Unit
03.04.24	Expenditure Limit for VP's Increased	Admin Svcs Council