

FAH Spending Authorization & Reimbursement Form

Requesting Member (**Signature Required Below**)

Date

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Item #	Item Description & Purpose	Est. Cost	Actual Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total			

↓ SIGN BELOW

Requester's Signature _____ Date _____

Reimbursement Approval _____ Date _____

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Instructions for using FAH Spending Approval and Reimbursement Form

- 1 **Do not make any purchase before approval.**
- 2 Requesting member to fill in item description, purpose and cost, if known.
- 3 If cost is not known, enter a safe estimate for approval purposes.
- 4 Obtain spending approved per schedule below.
- 5 If actual cost will exceed estimate by more than 10%, approver must be notified prior to purchase.
- 6 After item(s) are obtained, fill in actual cost and request reimbursement.
- 7 Attach receipt(s).
- 8 Requester must sign, date and submit to office for reimbursement.

FAH Spending Approval Limits

Misc Operating and Collection Expenses

Approval Required to Commit Spending

Level 1	Up to \$500	Executive Director, President or Vice President
Level 2	\$501 to \$2,500	Executive Director plus one from below President Vice President Treasurer
Level 3	\$2,501 to \$5,000 or a major purchase over \$5,000 included in the budget or an approved project or an approved project.	Executive Director plus President
Level 4	Unbudgeted purchases over \$5,000	Board of Directors

Guidance for Approvers

Members must have written authorization per above schedule before making any purchase.

Expense approver should make sure the right questions are answered.

Is the item needed? Now?

Might we already have it?

Does the buyer have a reasonably priced source consistent with needed time frame?

These requirements are designed to allow flexibility in the operation of FAH and to meet the needs for maintaining FAH's property, but delegated authorizers are expected to inform the Executive Director as soon as practical of approved spending.