

## UNF-UFF

### EXPENDITURE AND CHECK AUTHORIZATION PROCEDURES

1. The following members have the ability to authorize funds:
  - President
  - Vice-President
  - Secretary
  - Chairs of Standing Committees for the committee's expenses
  
2. No one may authorize his or her own reimbursement. The Vice-President or the Secretary shall authorize expenditures by the President. The President or the Vice-President shall authorize expenditures by the Secretary. The President or the Secretary shall authorize the expenditures by the Vice-President.
  
3. The Chair of a Standing Committee is the authorizing person for the committee's expenditures. However, the President, Vice-President, or Secretary shall authorize any personally reimbursable expenditures made by the Committee Chair.
  
4. The Treasurer cannot authorize funds for anyone.
  
5. Executive council re-authorization is required if the request for funds exceeds the council-approved amount by the greater of 10% OR \$200.
  
6. Authorizations over \$200 require two signatures, of which at least one shall be that of the President, Vice-President, or Secretary.
  
7. Disbursements over \$200 require two check signatures. These signatures must be the Treasurer's signature and that of the President, Vice-President, or Secretary.
  
8. Original receipts are required for all reimbursements and must be submitted within 30 days of the expenditure along with a completed UNF-UFF Request for Funds form. Any exceptions to this policy must be made jointly by two officers (President, Vice-President, Secretary, and Treasurer).