

# CLSF Signature & Spending Authorization Policy

The **CRYSTAL LAKE SOCCER FEDERATION** (hereafter “CLSF”) Board of Directors adopts the following policy, approves its inclusion in the policy manual and directs the President to ensure that the policy is available to all members.

## Signature Authorization Policy

### Budgeted Items (Both Capital and Expenses)

Up to \$2,500	One Authorized Signer
Over \$2,500	Two Authorized Signers

## Spending Authorization Policy

### Non Budgeted Items (Expenses)

Up to \$100	No authorization required
\$101 to \$500	Two members of Executive Committee Approval
Over \$500	Full Board of Directors Authorization

### Non Budgeted Items (Capital)

Up to \$250	Two members of Executive Committee Approval
Over \$250	Full Board of Directors Authorization

Authorization can be secured via email with the full Executive Committee copied in all cases:

- President
- Vice President
- Treasurer
- Secretary
- CLSF Administrator

The correspondence should include the following:

- Reason for expenditure
- Purpose
- Proof and assurances that best price and quality have been secured
- Date funds are needed and who payment is made to

**Adopted:** April 18<sup>th</sup>, 2016 by vote of the CLSF Board of Directors

**Attest:** \_\_\_\_\_  
Secretary