

# *Ponderosa Community Services District*

**Policy Title:** Expense Authorization

**Policy Number:** 108

**108.1** All purchases made for the District by staff shall be authorized by the Treasurer and at least one board member and shall be in conformance with the approved District budget.

**108.2** Any commitment of District funds for a purchase greater than \$2000.00 shall first be submitted to the Board of Directors for approval or shall be in conformance with prior Board action and/or authorization.

**108.3** Whenever employees or Directors of the District incur “out-of-pocket” expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the Treasurer and at least one board member prior to remuneration.