

Pre-Authorization, Approval, and Audit Codes Per Expense

I. Nature of the Expense

Functional Allocation per 2007 Board Resolution YES NO

If No, what category: _____

Established Category YES NO If No, Delineate New Category: _____

II. Expense Approval

Established Functional Expense with Pre-Auth Code YES NO

If No, Check applicable categories:

Executive Committee/Board Budget Pre-Approval _____

Event Management Committee Pre-Approval _____

Board Chairman Pre-Approval _____

CEO Approval _____

Office Manager Approval _____

Compliance Officer Approval _____

III. Audit Benchmarks

Internal Controls YES NO

Petty Cash YES NO INAPPLICABLE

DP Involvement YES NO INAPPLICABLE

If Yes, Who: _____

If Yes, Copy for 990 File

Section 4958 Issue YES NO INAPPLICABLE

If Yes, Explanation: _____

If Yes, Copy for 990 File

990 Disclosure Issue YES NO INAPPLICABLE

If Yes, Explanation: _____

If Yes, Copy for 990 File

1099 Trigger YES NO INAPPLICABLE

If Yes, New 1099? Requisite Information: _____

Herein _____

To be Supplied _____

If Yes, Copy for HR File

IV. Within Budget Authority

Within Budget Resolution YES NO

If No, explanation: _____

Staff Signature _____ Office Manager OR CEO Signature _____