



Effective Date: June 2021

Responsible Official: Executive Director

## 1-1 Executive Limitations

### Exhibit A: Required Approvals for Specific Executive Actions

Table 1: Required Contract Approvals						
Aggregate Contract/Project Value and Duration	Executive Director	Secretary	Treasurer	President	Executive Committee	Majority of Board
Less than or equal to \$50,000, provided contract duration not longer than 60 months	May approve	May approve	May approve	May approve		
Greater than \$50,000 but less than or equal to \$100,000, provided contract duration not longer than 60 months		May approve (only one officer approval required)	May approve (only one officer approval required)	May approve (only one officer approval required)		
Greater than \$100,000 but less than or equal to \$500,000, provided contract duration not longer than 60 months		May approve (only one officer approval required, in addition to President)	May approve (only one officer approval required, in addition to President)	Required		
Less than or equal to \$500,000, provided contract duration <u>longer</u> than 60 months		May approve (only one officer approval required, in addition to President)	May approve (only one officer approval required, in addition to President)	Required		
Greater than \$500,000, any duration						Required
Table 2: Required Signatures on Checks						
Less than or equal to \$50,000	May sign	May sign	May sign	May sign		
Greater than \$50,000	May sign (two officer signatures required)	May sign (two officer signatures required)	May sign (two officer signatures required)	May sign (two officer signatures required)		
Table 3: Required Approvals for Borrowing Money, Including Refinancing Transactions						
Less than or equal to \$100,000		May approve (only one officer approval required)	May approve (only one officer approval required)	May approve (only one officer approval required)		Must Be Given Prior Notice



Greater than \$100,000 but less than or equal to \$1,000,000					May approve (only one approval required)	May approve (only one approval required)
Greater than \$1,000,000						Required