

GOVERNANCE & OPERATIONS

FILE CODE: GO/3300R

BUSINESS OPERATIONS
EXPENDITURES/EXPENDING AUTHORITY

Delegation of Expending Authority

Although expending authority rests with the Executive Director, delegation of that authority may be accomplished in the following manner:

A. Equipment Purchases

1. Furniture All furniture purchases will be made by the Director of Finance based on approved budget guidelines. Desks, chairs and other furniture purchases will conform to current established criteria and not be subject to personal taste or preference. No furniture other than that specifically listed in the current budget will be purchased without approval by the Director of Finance.
2. Equipment There are two types of equipment purchases for budgeting purposes: computer equipment and all other equipment. All equipment purchases require Director of Finance approval before a purchase is finalized with a vendor. All purchases will be made according to approved budget amounts and specific requests. All computer purchases require Executive Director approval before a purchase is finalized with a vendor. All computer equipment purchases must be compatible with our current hardware or otherwise appropriate for Association needs. Other equipment purchases will be according to approved budget amounts and amounts over \$1,000 require at least three quotations.

B. Supplies

1. Office Supplies All general office supplies are purchased by the Director of Finance. If an occasion arises where a larger quantity of supplies is needed for a project, ample time must be allowed between request and required time of the project to allow for delivery.
2. Art Supplies Supplies specifically geared to art or darkroom needs may be purchased with prior approval of the Director of Communications and order encumbrance. Such purchases, however, must be bound by current budget guidelines.

C. Services

Several levels and types of services are required within the Association. The following specific guidelines will be adhered to implicitly and any area or type of service not listed here will require advance approval by the Executive Director in order to be an authorized expense of the Association.

1. Building Maintenance Services The purchase of all utilities and services contracted and otherwise necessary for the continued operation of Association facilities is delegated to the

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Director of Finance. These services, products and utilities have no monetary levels other than that they be specified in the current approved budget.

2. Program Services Expenditures for specific programs are authorized to the Department Director assigned that project and are regulated by amounts specifically requested in the approved budget. Items understood to be under this regulation are committee meetings, conferences, and publication of Association books and periodicals. There are no monetary restrictions as to amounts of expenditures other than that they be specifically requested in an approved budget and not be in excess of those funds set aside in the budget for the project.
3. Consultants Inasmuch as consultants' fees are not specified in the approved budget, these expenditures and regulations relating to them differ from other specifically allocated funds. The intent of this regulation is to limit approval of any consultant services to the Executive Director. It is further intended that the Executive Director will apprise the Executive Committee of all expenditures made for these types of services. The following steps will be followed before expending funds allocated for consultants in the current approved budget:
 - a. Request to Executive Director delineating reasons for need and origination (committee requirement, Board of Directors motion, etc.)
 - b. Approval of request by Executive Director with limits of expenditure. (When the request originates with the Executive Director, the approval must be cosigned by the Executive Committee.)
 - c. Completion of the competitive bid process as set forth in GO/3323.
 - d. Approval of contract by General Counsel

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July 6, 1994
May 2007
September 24, 2010
January 21, 2012

See Also: GO/3323

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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BUSINESS OPERATIONS
EXPENDITURES/EXPENDING AUTHORITY

GO/4118.13
GO/4124
GO/8312

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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Contract Commitment Authority

The following chart delineates the contract commitment authority for the Association:

	EXECUTIVE COMMITTEE	EXECUTIVE DIRECTOR	DIRECTOR OF FINANCE	DIRECTOR
1 Sale, Purchase, Sublease or Lease Obligation (For Building, Properties and Land)	No \$ or Yr. Limit			
2 Purchase or Lease (For Property & Related Equipment)	No \$ or Yr. Limit	\$100,000 5 Yr.	\$50,000 5 Yr.	
3 Consultants		No \$ or Yr. Limit		
4 Equipment Maintenance & Service Agreements		\$50,000 1 Yr.	\$50,000 1 Yr.	
5 Purchase of Goods and Services Within Committer's Area of Responsibility		Annual Budget Limit 1 Yr.	\$50,000 1 Yr.	\$10,000 1 Yr.

All contracts are subject to prior review by the General Counsel. All commitments by anyone below Executive Director level are subject to prior approval by budget adoption.

Authority for item 1 may be delegated from the President to the Executive Director should the need occur. Commitment limits of the Executive Director for items 2, 4 and 5 may be delegated by the Executive Director to any level in the matrix in the event of an emergency.

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Credit Card Expenditures

The following procedures govern the use of the NJSBA credit card:

- A. The Executive Director shall designate staff member(s) authorized to make expenditures using the NJSBA credit card.
- B. Staff authorized to use the credit card shall first obtain a purchase order from the Finance Department for an authorized expenditure.
- C. The credit card shall be physically maintained in a locked drawer within the Finance Department.
- D. When needed, an authorized staff member shall request release of the card by the Manager, General Accounting of the Finance Department, and return the card no later than the end of the business day.
- E. The Manager, General Accounting shall inform the credit card company that the monthly statement should be sent directly to him/her.
- F. The Manager, General Accounting shall review the charges monthly to ensure expenditures have been authorized by a purchase order previously approved by the Executive Director or designee.
- G. The Manager, General Accounting shall immediately report any discovered unauthorized charges to the Executive Director or designee for appropriate action.

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