



East Texas Gulf Coast Regional Trauma Advisory Council Standard Operating Procedures

Subject: Budget Authorization & Purchase Approval Policy

Level: Council

Authorization: Board of Directors

Effective Date: March 9, 2010

POLICY: All Council budgets shall be authorized and all purchases shall be approved in accordance with this policy.

PURPOSE: To establish standards for budget authorization and approval of purchases.

PROCEDURE:

1. The Board of Directors has the authority to set the administrative budget of the organization and to expend funds within that budget within the limitations set by state and/or Federal contract provisions pertaining to maximum admin allowables.
2. Yearly Program (project) budgets shall be proposed by the Finance Committee which shall consider project proposals by the various committees and presented to the Board of Directors for approval. Upon approval of the Board of Directors, the budget will be presented to the general assembly for approval.
3. All program (project) purchases shall be made in accordance with state contract requirements.
4. All program (project) purchases shall be consistent with yearly program (project) budgets adopted by the Finance Committee and approved by the membership.
5. All purchase orders shall be approved by the RAC-Chair.
6. The RAC-Chair shall obtain approval for purchases he/she makes from the Executive Director or the Treasurer.
7. All items purchased without a purchase order shall be approved by the RAC-Chair and/or Treasurer except that the Executive Director has authority for incidental purchases of \$500.00 or less that are required to meet the administrative or program needs of the organization.
8. All ASPR purchases shall be authorized by the ASPR contractor and shall be consistent with approved ASPR purchase plans.

RAC Chair

Bylaws Chair