

KBOO Radio Policy	Spending Authority Outside Budget	Date: December 28, 2015
POLICY #39		Approved by: Board of Directors

1. Any emergency requiring an expenditure of more than \$5000, shall require approval in advance by the Board of Directors or the Executive Committee of the Board. Any emergency expenditure of less than \$5000 shall be approved by the Station Manager and does not require advance approval from the Board.
2. Any unbudgeted non-emergency expenditure of \$3000 or more requires the prior approval of The Board of Directors, following review and recommendation of the Finance Committee to the Board. Any unbudgeted non-emergency expenditure of \$3000 or less can be approved by the Station Manager.
3. The Manager will advise the Finance Committee of all emergency/non-emergency expenditures at its next regularly scheduled meeting and discuss how the expense affects the budget's net income.
4. Following approval of any unbudgeted expense, the Finance Committee shall review effects on the approved budget and advise the Board.
5. The Finance Coordinator shall keep a record of all approved emergency/non-emergency expenditures outside the budget, which can be incorporated at the midyear budget review.

Adopted by Board of Directors 12/16/92; amended 12/28/15