

Catalina Pueblo Association

Policy and Procedure on Authorization of Work and Payment

Policy

The Catalina Pueblo Association (CPA) Board Members, Committee Chairs, and Committee Members are required to adhere to the following procedure with regard to Authorization of Work and Payment.

Definitions

1. Board Officers include the President, Vice President, Secretary and Treasurer.
2. Board Members include the Board Officers, and the Committee Chairs.
3. Committee Members include persons appointed to serve on the committees.

Procedure

1. Authorization of Work
 - 1.1. Board Officers may not independently authorize work to be done in an estimated amount of over \$500.00. Authorization of Work in excess of the stated amount requires approval documentation in Board Minutes, or in an email from another Board Officer.
 - 1.2. Committee Chairs may not independently authorize work to be done in an estimated amount of over \$500.00. Authorization of Work in excess of the stated amount requires approval documentation in Board Minutes, or in an email from a Board Officer.
 - 1.3. All Board Members may independently authorize work below \$500.00 per projects and responsibilities accorded by the Board.
 - 1.4. Committee Members may not authorize work in any amount without documented approval by the Chair of their assigned Committee.
2. Payment
 - 2.1. Board Officers, Committee Chairs, and Committee Members are required to use the CPA Debit Card for payment of any expense.
 - 2.2. Exceptions to this requirement must be approved by a Board Officer, with follow-up documentation from that Board Officer to this effect (email will suffice).
 - 2.3. Exceptions include cases of emergency or a special situation, such as a vendor not able to accept a debit card.
 - 2.4. The paying individual will complete the required forms (as adopted in Board Minutes) and submit all receipts and authorizations (as necessary) to the CPA Treasurer within 10 business days of the expenditure.
 - 2.4.1. Miscellaneous small expenditures can be grouped onto one form, with receipts attached and submitted at least semi-annually, before the end of the reporting period.
 - 2.5. The CPA Treasurer is required to pay those vendor bills only accompanied by proper documentation and authorization.