

**POLICY AND PROCEDURES
POA EXPENDITURE REQUEST**

1. **GENERAL:** The purpose of this document is to establish the policy and procedures for the presentation of sufficient facts and justification in a funds request format suitable to get a favorable determination from the Finance Committee.
2. **RESPONSIBILITIES:** The Lake Royale POA General Manager is responsible for implementation and management of all aspects of the Expenditure Request to the Finance Committee program. The LR POA General Manager may in his absence delegate the management of this program to the LR POA Office/Finance manager.
3. **POLICY:** Individuals or committees seeking to secure the authorization for the expenditure of POA funds from the Finance Committee for their areas of responsibility must submit their detailed request in writing to the POA General Manager no later than five days prior to the regular scheduled Finance Committee meeting, to assure inclusion on the agenda. The Individual or committee representative may also attend the FC meeting and will be granted time on the Agenda to present their request.
4. **PROCEDURES:** The Expenditure Request Cover Sheet form must be prepared with the appropriate information entered on the form to summarize the explanation of who, what, when, where, and how of the project plans including three bids and a list of attachments for justification. Note: The detail and accuracy of the application will enhance the positive and timely response of the FC.

POA EXPENDITURE REQUEST COVER SHEET

TO: Finance Committee

Date Submitted: _____

Date Required: _____

FROM: Committee _____ **Position** _____

Individual _____

Phone Contact: _____

Email Contact: _____

Dollar Amount Requested: _____

Reason for Request:

Request is: (check one) New Old Replacement

History: (To include summary report of previous like project on separate sheet as supporting documentation.)

Specifications: (if applicable)

Justification: (required)

Plans for Completing the Project:

Attachments: (attach written detail)

- Bids (Minimum 3):**
- 1.
 - 2.
 - 3.
 - 4.

Other Supporting Documentation Attached:

- 1.
- 2.
- 3.