

**Crimson Express and Company
Purchase Request Form**

Requested By:		Request Date:	
Processed By:		Need Date:	
Budgeted Amount:		Source of Funds:	
Supplier:		Supplier Payment by:	
Estimated Cost:		Actual Cost:	

Description of Items to be Purchased

--

CE&C Approval Signatures:		Date
Treasurer		
Officer		
Finance Committee		
Board of Directors		

Expenditure Policy

A Purchase Request Form should be used for all expenditures over \$100 that are funded by CE&C

Policy For Expenditures that fall within approved Budget Limitations:

Amounts Less Than \$100 - Signature of Treasurer required

Amounts Between \$100 and \$500 - Signature of Treasurer plus one Elected Officer required

Amounts Between \$500 and \$2500 - Requires Finance Committee approval, at least two price inquiries, may be referred by the finance committee to the Board of Directors, and requires Treasurer plus one other elected officer signature

Amounts Greater then \$2500 - require the approval of the majority in attendance at a General Membership meeting following prior notification of the scheduled vote

Policy for Expenditures that exceed approved budget line item

Approval must be obtained from the Board of Directors prior to further expenditures