# CCSWA Finance Committee Spend Guidelines

# \*Approved by Finance Committee 11/13/23

\*Pending CCSWA Executive Committee final approval

All spending must be approved in writing prior to any spend.

Once approval is received, CRCOG staff will document the approval and coordinate work order.

All invoices will be approved by the Treasurer, and if the Treasurer is not available, one of the officers.

## Contracts or Funding Authorized by the Full Committee or Executive Committee

Once the contract has been authorized by the Full CCSWA membership, CRCOG staff will coordinate the work/ contract and send invoices to the Treasurer.

# Spending Limits and Necessary Approvals

## Spend Under $1,000

Must be approved by an Officer.

## Spend $1,000 or over to $5,000

Must be approved by one Officer and one additional Finance Committee member.

## Spend Over $5,000

Must be approved by the full Finance Committee

## Spend Over $25,000

Must be approved by the full Executive Committee.