

<h1>POLICY MANUAL</h1>	Date Adopted: December 19, 2001
Classification: GENERAL ADMINISTRATION	Date Last Amended:
Subject: Budgeted Expenditures; Limitation of Expenditure Authorization	Approved By:

Background

The District Board of Directors, pursuant to Section 22 of the District Act, adopts by Resolution a budget for each fiscal year wherein specific expenditures for services, supplies, materials, capital improvements and acquisitions are specified and funding amounts approved. District staff is charged with the responsibility of implementing the Budget as adopted by the Board of Directors.

Policy

It is the policy of the Board of Directors that staff is authorized to proceed with the expenditure of funds as specified within the adopted budget without further authorization of the Board of Directors, provided as follows:

1. All expenditures, purchases and acquisitions shall be performed consistent with District policy and State law governing such expenditures of public funds.

2. All expenditures as to capital improvement projects and acquisitions shall be limited to the design and advertising for bids (or the equivalent action) without first securing further authorization of the Board of Directors.

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3. In the case of real property acquisition staff authority to proceed is limited to the securing of appraisals and the conducting of negotiations; and excludes the issuance of warrants and the scheduling of public hearings on resolutions of necessity.