



**POLICY 3.7**  
**AUTHORIZATION OF EXPENDITURES**  
**NOT INCLUDED IN THE BUDGET**

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Department: Finance

Date Approved: April 19, 2013

Rescinds:

Board Res. No: 063/04/19/13

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**PURPOSE:**

To establish procedures for authorizing and verifying expenditures not included in the Company's approved budget.

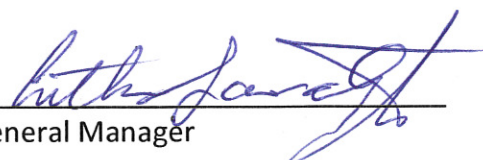
**SCOPE:**

All expenditures not included in the Company's approved budget are to be dealt with in a timely and consistent manner.

**POLICY:**

- 1) For every expenditure that is not included in the current year's budget, The Peace Regional Waste Management Company Board shall be provided with the following:
  - a) details of the expenditure by the General Manager;
  - b) an explanation as to why the expenditure is required;
  - c) the amount of the expenditure; and
  - d) a recommendation by the General Manager as to where the funds will be taken in the current year's budget.
- 2) The proposed purchase must be approved by resolution of The Board prior to any further action by the General Manager.
- 3) Upon authorization, the General Manager shall follow the Company's Purchasing and Account Processing Policy.
- 4) In an emergency situation, expenditures may be authorized by the General Manager and subsequently brought to the next regularly scheduled meeting of the Board for ratification.
- 5) An emergency situation shall mean an unforeseen circumstance which requires immediate action.

  
Chairman

  
General Manager