



Your Partner in PUBLIC SAFETY

SOUTHWESTERN SECTION

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Section Financial Policy

This document describes the Southwestern Section's policy regarding the spending of Southwestern Section funds. This policy, although restrictive, is a necessary step to ensure responsible safeguarding of Southwestern Section funds.

Purchases up to \$1,000.00

- ⇒ The Southwestern Section Secretary/Treasurer shall have the ability to make purchases up to \$1,000.00 with just his/her authority.

Purchases \$1,001.00 up to \$5,000.00

- ⇒ The Southwestern Section Secretary/Treasurer shall have the ability to make purchases up to \$5,000.00 after approval from the Section President.
- ⇒ For any **one** item costing \$1,001.00 up to \$5,000.00 shall only be considered for purchase after 3 quotes are obtained and presented to the section President.

Purchases over \$5,000.00

- ⇒ Purchases over \$5,000.00 shall be made only after approved by a full board vote
- ⇒ For any **one** item, over \$5,000.00, shall only be considered for purchase after 3 quotes are obtained and presented to the Executive Committee for a Board vote.

Payments of Section Monthly and Conference Bills

- ⇒ Payment of Section Monthly Bills shall be paid by Section Secretary/Treasurer without the need for prior approval and will be considered "everyday business".
- ⇒ The Secretary/Treasurer shall have the authority to pay any bills that are connected to an approved Section Conference.
- ⇒ The Administrative Assistant may make these payments under the direction of the Secretary/Treasurer

All requests for expenditures and written quotes shall go through the Secretary/Treasurer. The Secretary/Treasurer shall present requests to the Executive Committee for approval.