

<b>FINANCE</b>  <b>PROCEDURE</b>  <b>MANUAL</b>	<b>TITLE:</b> Foundations – Expenditure Approval Path	
	<b>NUMBER:</b> FIN-GRF-013	<b>VERSION:</b> 01
	<b>ISSUED DATE:</b> 1/12/2010	<b>REVISION DATE:</b> 2/12/2013

➤ **Purpose:**

An outline of the document approval path for Foundation expenditures.

➤ **Definitions:**

**Approval Path:** An approval system for controlling the processing of expenditures requiring signature or electronic approval by system selected users.

➤ **Responsibility:**

**Foundation Executive Director:** Ultimate approval for all expenditures through the Foundation.

➤ **Procedure Details:**

1. The path of approval for program and administrative expenditures from Foundation accounts will generally follow the College’s approval path and move as follows:
  - Program Director
  - Associate Dean
  - Dean
  - Provost
  - Foundation Executive Director
2. Exceptions to the above approval path that require the approval of the Vice President of Business and Administration are:
  - Requests for travel for all full-time faculty.

- Requests for purchases of furniture and equipment through the Foundation.
  - Any expenditure of an unusual nature as determined by the Foundation Executive Director.
3. When new programs and activities are being developed, the Foundation must be contacted prior to expenditure commitments to assure that the expenditures are permissible in accordance with Foundation Spending Policy.

➤ **References:**

Accounting Manual for Florida's College System:

[http://www.palmbeachstate.edu/finance/Documents/State\\_of\\_FL\\_Acctg\\_Manual.pdf](http://www.palmbeachstate.edu/finance/Documents/State_of_FL_Acctg_Manual.pdf)

Budget Booklet: <http://www.palmbeachstate.edu/finance/Offices/budget/>

FIN-GRF-012: Foundation – Prohibited Expenditures:

<http://www.palmbeachstate.edu/finance/Documents/FIN-GRF-012.pdf>

SBE Rules: 69I-40.103

<https://www.flrules.org/gateway/ruleno.asp?id=69I-40.103>