



**COMMUNICATIONS ADMINISTRATIVE
POLICY/PROCEDURE**

Policy No. 320 Date Issued: March 18, 1993
Section: 300 – Fiscal Policies Date Revised: October 26, 2023

SUBJECT: APPROVAL OF CLAIMS

APPROVED: <signed copy on file>
Board Vice Chair

- 1.0 The General Manager is authorized to approve:
 - 1.1 all claims of under \$35,000, except where he/she is the claimant.
 - 1.2 receipts will be obtained and itemized for all non-travel related employee reimbursement claims. Employees may be reimbursed for miscellaneous office supplies, small equipment, materials, subscriptions, authorized registration fees, and/or meals. Travel related expenses are reimbursed in accordance with Policy No. 350 (Travel).
- 2.0 The General Manager will provide the Board of Directors with a listing, at periodic intervals and not less than once a quarter, of all authorized claims under \$35,000 that have been approved and forwarded to the Controller of the Authority for payment during the given period.
- 3.0 Action by the Board of Directors at a regularly scheduled meeting is required for approval of:
 - 3.1 all claims in which the General Manager is the claimant.
 - 3.2 all claims in which a Member of the Board is the claimant.
 - 3.3 all claims of \$35,000 or more.

3.4 the General Manager's Report of Claims under \$35,000 as described in paragraph 2.0 of this policy.