

## FINANCIAL DELEGATION OF AUTHORITY

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LEVEL	BUDGETED EXPENSE	NOTES	UNBUDGETED EXPENSE
6	Unlimited		Per Operating Agreement
5	\$1,000,000		\$20,000
4	\$500,000	Above 50k requires CFO budget acknowledgement	\$20,000
3	\$50,000	Above 10k requires CFO budget acknowledgement	\$5,000
2	\$5,000		\$1,000
1	\$250		\$250

### NOTES:

All contracts above 25k require legal review

All contracts above 100k require legal approval from the General Counsel

Only the CEO can waive the review requirements

Limits are PER CONTRACT AND PER DAY limits

All expenses above \$1,000 must use the Financial Approval Form

A series of similar expenses (conference, events, etc) should be grouped

Large expenses may not be broken into smaller expenses to meet approval limits

This includes all financial authority (PO, Contract, Purchases, etc.)

### BUDGET TYPES:

Annual Corporate Operating Budget

Project Budget

Special Project Budget

All budgets must be approved by the CEO

## **FINANCIAL DOA BY NAME**

FIRSTNAME	LASTNAME	LEVEL
Marjorie	Allen	1
Don	Behrns	1
Jessika	Behrns	1
Julie	Benziger	1
Cliff	Brenneman	1
Chelsea	Bumb	4
Kevin	Carr	1
Eileen	Comerford	1
Douglas	Corwin	1
Brad	Crace	1
Adam	DeBoskey	2
Angela	DeBoskey	3
Hank	Doster	1
Brandon	Ewing	1
Sean	Farmer	1
Dana	Felberg	1
Dan	Fellrath	1
Kerry	Gaines	1
Emily	Gerber	1
Carly	Good	1
Jessica	Grosso	3
Bruce	Gu	1
Greg	Harrand	2
Karlie	Hassan	1
Jim	Hemphill	1
Kelly	Hovest	1
Joseph	Jacobsen	2
Erica	Johnson	1
Erin	Kashawlic	1
Jereme	Kent	6
Michelle	Kleinau	1
Ryan	Lehman	1
Dave	Lewandowski	1
Kurt	Lutz	1
Jessica	Makolin	2
Ben	Mallernee	1
CJ	Moreland	1
Jennifer	Morris	1
Jim	Northrup	3
Andrew	Rapin	1
Brandy	Rea	1

FIRSTNAME	LASTNAME	LEVEL
Steve	Robbins	3
Cris	Roberts	1
Chuck	Shedd	1
Jeremy	Simon	1
Lynn	Smull	5
Amir	Sohrabi	1
Kellie	Suever	1
Jordan	Swift	1
Art	Tennant	1
Katie	Treadway	3
Kelly	Valenzi	1
Liz	Walls	2

# FINANCIAL APPROVAL FORM

DATE:	
ITEM:	
TOTAL AMOUNT:	
VENDOR:	

OE COMPANY:	
PROJECT:	
COST CODE:	
ITEM DESCRIPTION:	

REQUESTED BY:	
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	YES	NO
BUDGETED:		

If yes, which budget: \_\_\_\_\_

	YES	NO	INITIALS
CFO BUDGET APPROVAL:			
LEGAL REVIEW:			
LEGAL APPROVAL:			

APPROVED BY:	
APPROVER LEVEL:	
APPROVER SIGNATURE:	

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## RECORD

PO Number: \_\_\_\_\_  
Approved Date: \_\_\_\_\_  
Ordered Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_