

Cirrus County Historical Society
Disbursement Request

Date _____

Product or Service _____

Payee _____

Amount \$ _____

Charge Account (s) _____

Charge Fund or Subfund _____

Remarks _____

Requested by _____
(Signature)

Check here if the cost of the product or service exceeds your authorization *

*Approved by _____
President or Chairperson

PAID		
Date _____	Check No. _____	Amount \$ _____

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Citrus County Historical Society, Inc.
Delegation of Authority

- 1) Expenditures up to \$1,000 – The President, the Vice-President, and Council Chairpersons are authorized to make or approve expenditures by up to \$1,000. Expenditures in excess of this limit requires authorization by the Board of Directors (or, in cases where a disbursement cannot be delayed until the next Board Meeting, by an Executive Committee meeting in a special session, which may take the form of a telephone canvas, subject to ratification by the Board of Directors at its next meeting.)
- 2) Expenditures up to \$250 – Committee Chairpersons, the Treasurer, the Office Manager, and the Museum Store Manager are authorized to expend budgeted funds, for line items under the responsibility, up to \$250.
- 3) Expenditures by Councils – Council Chairpersons are responsible for establishing and monitoring delegations of authority within their organizations and for submitting properly approved Disbursement Requests to the Treasurer, who will review them for accuracy and propriety and resolve any discrepancies with the Chairperson of the Council involved.
- 4) Expenditures by Treasurer – The Treasurer is authorized to issue checks without limitation of amount in payment of liabilities incurred in accordance with activities previously approved by the Board of Directors (i.e. rental of rotating exhibits, educational tours, off-site meetings, and special events) subject the referral to the Executive Committee of any issues which, in the Treasurer's judgement, are questionable.
- 5) Expenditures up to \$100 – The Citrus County Historical Resources Manager, because of the intimate involvement of this position in Society operations, is authorized to expend budgeted Society funds for line items associated with the Old Courthouse Heritage Museum up to \$100.
- 6) CCHS Credit Card – see separate policy and procedure.

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