

TITLE: Non-Budgeted Education Program Expenditures

Date: 09/18/13

Approval:

Original Approval: 09/18/2013

Colorado HFMA Chapter Board President

Reviewed: Majority Board
Approval

Revised:

**Cross-Reference

Purpose: To ensure non-budgeted education program expenditures are reviewed and approved by the Board.

Procedure:

1. The Program Chair will send the proposal for a non-budgeted education program to the VP of Education.
2. The VP of Education and Program Committee will review the proposal for value to the members and determine the total cost of the non-budgeted education program.
3. The proposal will be presented to the Chapter President.
4. If the total cost is expected to be < \$1,000, the Chapter President has the authority to approve the expenditure.
5. If the total cost is expected to be > \$1,000, the Chapter President will seek a majority Board approval for the expenditure.
6. Approvals may be completed via email or a Board meeting, depending on the timing of the request.