

## 6Hx19-5.02 EXPENDITURES

The purpose of this Board Rule is to establish Board policy relating to expenditures of College funds.

1. The President, or designees, shall approve normal operating purchases not to exceed the amount specified by the District Board of Trustees for bidding in Board Rule 6Hx19-5.04 *Bidding Policy*.
2. The President shall enact procedures to ensure that purchases conform to predetermined standards and specifications and that maximum value is received.
3. Institutional memberships in professional organizations may be purchased with College funds. Individual memberships may be paid by the College if institutional memberships are not available and individual memberships would primarily benefit the college. Documentation justifying the request must be approved by the employee's budget supervisor and accompany the payment request.
4. Memberships in professional organizations or licenses required as minimum qualification for employment at the college will not be paid by the College.
5. Statements of accounts of purchases, called vouchers, shall be filed for easy reference by College personnel and the Auditor General. Financial records shall be maintained in accordance with the State of Florida Accounting Manual for Florida Community Colleges.
6. At each regular meeting of the District Board of Trustees, the President shall present a summary of warrant information for warrants issued during the months or accounting periods ending since the last regular meeting. Warrants include funds moved by electronic means such as bank wires, payroll direct deposit and ACH payments.

Rule Adopted: 4/13/72; 8/25/75; 11/19/79; 10/21/85; 6/15/99; 11/20/07; ■9/29/08;  
4/19/11; ■10/15/12; 6/12/18

Effective Date: 4/13/72; 10/7/75; 11/19/79; 10/21/85; 6/15/99; 11/20/07; ■9/29/08;  
4/19/11; ■10/15/12; 6/12/18

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65; 1010.01; 1010.02;  
1010.04; 1010.11

Other References:

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(12); 1001.65(1)(5)(6)(24);  
1010.01; 1010.02; 1010.04; 1010.11

Proposer: Timothy L. Beard, President

■President's Cabinet Approval – Non-Substantive/Editorial