



UNBUDGETED EXPENSE REQUESTS

When anticipated expenses arise during fiscal year that have not been included in the annual budget, the following process should be followed:

1. If the amount is <\$100, submit expense request to the Treasurer who can authorize the expense, if it is felt the expense furthers the mission of NYSALM.
2. If the amount is >\$100, submit expense request to the treasurer which includes:
 - a. Amount
 - b. Rationale – what are the anticipated benefits to the organization? Why is it important that we make this financial commitment at this time?
 - c. Explanation of why this expense was not anticipated when budget was approved (Was not aware of opportunity? Etc.)
 - d. Do you anticipate this to be an on-going, repeating, or one-time expense?
 - e. If request is denied, what will you do? (Find alternate source of funding, re-submit request for next fiscal year, abandon project)
 - Treasurer will discuss the request with the finance committee to determine if expense is financially feasible.
 - If financially feasible, finance committee will present the expense request at the next board meeting for entire board approval.
 - In the event of a time-sensitive request that must be approved before the next board meeting, expenses can be approved via email. At least 51% of board members must vote by email, in writing, *in favor of* the expense in order for it to be approved.

Approved by BOD on 4/5/13

Amended by BOD on 2/6/15