

Higgins Lake Utilities Authority
PO Box 437
Higgins Lake, MI 48627

Policy Number: 2017-01

Spending Authorization Policy

This policy, dated June 6, 2017, is to authorize the maximum spending amount of Authority funds by its contractors for required equipment and supplies without the requirement of prior board approval.

As of June 6, 2017, the contractors are hereby authorized to make purchases on behalf of the Higgins Lake Utilities Authority of required equipment and supplies up to a maximum allowable amount of \$500.00, without prior approval from the board of directors of the Higgins Lake Utilities Authority, with the following exception(s):

The operations contractor shall be authorized to exceed the maximum allowable amount only in the event of purchases to re-stock the supply of replacement parts used in the repair of Higgins Lake Utilities Authority owned equipment; however at no time shall this specific expenditure exceed \$2,500.00.

and/or

In the event that emergency repairs will exceed the \$500.00 maximum and waiting for approval at the next regularly scheduled board meeting is not possible, the chairperson and one other board member shall approve the expenditure(s) for the emergency repair.

Motion by: English, Seconded by: Cook, Roll Call Vote: Riley-Yes, Wood-Yes, English-Yes, Cook-Yes, Adopted: June 6, 2017