**Finger Lakes Region Sports Car Club of America Guideline**

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| **Guideline Title:** | Authorization/Approval Levels |
| **Drafted by:** |  |
| **Approved:** | 4/17/18 |
| **Approved by:** | FLR Board of Directors |
| **Next Review Date\*:** | July 2020 |

*\*should be no longer than two years from approval date and limited to January and July of the calendar year.*

**Guideline Brief Description:**

The purpose of this guideline is to formalize the expense approval levels for items that come up during the year that are not part of a groups’ or events’ approved budget and are of such a nature that they cannot wait to be presented at the next regularly scheduled board meeting. It also hopes to clarify who is authorized to approve expenses that were in a group budget.

**Guideline Details:**

Authorization/ Approval Level

* Invoices/expenses up to $2000: Regional Executive
* Invoices/ expense up to $1500: Treasurer
* Invoices/expenses over $2000: FLR Board
* Competition Group Budgets: FLR Board
* Approved budget Competition Group expenses: Competition Group Chairperson
* Event Specific budgeted expenses: Event Chairperson
* Sanction Approval: Group Chairperson (after budget approval by FLR board)
* SCCA related buyers: Regional Executive, Assistant Regional Executive and Treasurer and person(s) designated by the FLR board.

**Additional Comments:**

**Attachments:**