

## **HCC Projects Financial Commitment**

November 9<sup>th</sup>, 2007

All projects undertaken by HCC members which require the expenditure of the budget must be approved in advance.

Projects with expenditures totaling \$50 or less are to be approved by the Chairman or his designee on the Executive Board.

Projects totaling \$51 to \$250 are to be approved by the Executive Board.

Any project with expenditures totaling \$251 or higher are to be discussed and voted on by the HCC members at a regular meeting.

Before committing to any expenditure the Treasurer is to be contacted to determine if sufficient funds are available.

The project leader is to provide the following details concerning the project.

What the funds will be used for.

Anticipated costs of the project.

When funds will be required.