

**PLEASE NOTE THAT THIS POLICY WAS SUPERSEDED
ON SEPTEMBER 28, 2004 PURSUANT TO
RESOLUTION 04-24**

APPROVAL PROCESS FOR EXPENDITURES

1. Budgeted Capital Projects (related to leasing project)

- The Deputy Director for Real Estate submits a written request for a project estimate to the Deputy Director for Operations.
- The Deputy Director for Operations submits the project estimate to the Deputy Director for Real Estate. If the Deputy Director for Real Estate decides that the project should proceed, the Deputy Director for Operations schedules it for review by the Work Programming Committee (for compliance review and manpower allocation).
- The Deputy Director for Operations and the Deputy Director for Real Estate provide a written recommendation to proceed, with the project cost estimate, to the Chief Financial Officer for consistency with the Trust budget and, then, to the Executive Director for final written approval.
- Prior to the start of construction of any project associated with a real estate transaction, the Executive Director submits and obtains written approval from the Chair of the Board's Real Estate Committee on deal parameters, including construction costs.
- Cost overruns or change orders that would result in an increased project cost of 5% or more are approved in advance by the Chief Financial Officer and the Executive Director in writing.
- Cost overruns or change orders that would result in an increased project cost of 10% or more are approved in advance by the Chairperson of the Board of Directors in writing.

2. Budgeted Capital Projects (not related to leasing project)

- The Deputy Director for Operations prepares a project cost estimate and submits it to the Chief Financial Officer for consistency with the Trust capital budget line item for the project.
- The project cost estimate, schedule and Work Programming Committee recommendations and any necessary compliance review is submitted to the Executive Director for written approval to proceed.

- Cost overruns or change orders that would result in an increased project cost are approved in advance by the Deputy Director for Operations in writing.
- Cost overruns or change orders that would result in an increased project cost of 5% or more are approved in advance by the Chief Financial Officer and the Executive Director in writing.
- Cost overruns or change orders that would result in an increased project cost of 10% or more are approved in advance by the Chairperson of the Board of Directors in writing.

3. Unbudgeted Capital Projects

- Small-scale unbudgeted capital projects (under \$30,000) are approved in advance, in writing, by the Executive Director after consultation with the Chief Financial Officer. Such projects, and their funding sources, are included in the quarterly budget report to the Board of Directors.
- Larger-scale unbudgeted capital projects (\$30,000 or more) are approved in advance, in writing, by the Chairperson of the Board of Directors.

4. Other

- Approval to cancel any capital project and reallocate funds back to the budget is obtained from the Board of Directors.
- Budget changes on a line item basis within a department can be made without approval from the Board of Directors. Changes greater than 10% of a current departmental budget are approved in advance by the Board of Directors.