

NBMA Expenditure Approval Form	
Originator:	Date:
Describe the Proposed Expenditure: <i>[provide full details of the goods or services to be acquired]</i>	
Provide the Rationale for the Expenditure: <i>[describe in detail the use of the goods and services and the benefit to the Association]</i>	
Suggest a Source(s) or Supplier(s) of the Goods or Services to be Provided:	
Estimate the Expenditure Amount: <i>[provide your best dollar estimate for the expenditure]</i>	
When are the Goods or Services Required?	
Executive Director's Comments and Recommendations: <i>[include recommendations as to the budget allocation of the expenditure and whether a bidding process is desirable]</i>	
Treasurer's Comments and Recommendation/Approval: <i>[for amounts under \$500 the Treasurer's concurrence with the Executive Director shall be deemed an expenditure approval]</i>	
Executive Committee Approval: <i>[for purchases in excess of \$500 or when requested by the Executive Director or Treasurer]</i>	
Final Disposition: <i>[to be completed by the Executive Director and shall include date of approval/refusal and the issuance of a Purchase Order]</i>	

