

UOITFA Financial Approval Protocol

All expenses require two signatures.

Approval for these expenses will take place as indicated below:

1. Less than \$30: can be approved by the Executive Director & any Executive member.
2. \$29.99 to \$500 must be approved by any two Executive members.
3. \$499.99+ must be approved by the Treasurer/President & an Executive member.
4. \$2000+ unbudgeted expense: must be approved by the membership (as per UOITFA Constitution Article 15).