



Operating Standard

Title: Expenditure Authorization

Number: A5200.00

Type: Administrative

Responsible: Vice President of Administrative Services

Related Policies: A5200

Linked Operating Standards:

Related Laws: [30 ILCS 235/0.01](#); [110 ILCS 805/3-27.1](#)

Related External Standards: [GFOA](#)

HLC Criterion: 2A, 3D, 5B, 5C

Statement

The College is committed to ensuring all expenditures are conducted with the utmost responsibility, efficiency, and aligned with best practice financial management principles. By adhering to this standard, the College commits to maximizing value, maintaining transparency, and upholding the highest ethical standards in all our expenditure decisions.

Expenditure Authorization

All expenditures over \$25,000 must be approved by the Board of Trustees.

All expenditures must be within the scope of the approved budget. Individuals authorized to approve expenditures are as follows:

- President - Up to \$25,000
- Vice-Presidents - Up to \$5,000
- Deans/Directors - Up to \$1,000

All expenditure approvals must be by written signature or electronic signature.

All capital outlay expenditures and budget transfers require written approval by the College President and may be subject to Board ratification or approval.

Change Log		Governance Unit: Administrative Services Council
Date	Description of Change	
03.07.22	Policy 7153 Converted to Administrative Policy	
03.07.22	Maintain Update History: January 2009, February 2017, August 2017	
07.01.23	Renumbered to A5200.00	
06.27.24	Converted to Operating Standard and updated approval levels.	
10.17.24	Changed VP to say -Up to \$5k	