



BUDDHIST TEMPLE OF SOUTHERN ALBERTA

470 - 40th Street South, Lethbridge, AB T1J 3Z5 | 403.327.1260 | www.thebtsa.com

BTSA Board Approval Request

Name of Policy: Expenditure Approval

Policy: The BTSA board provides opportunities for BTSA members to put forward requests for expenditures that are outside of those items/services already identified in the annual budget. The board of directors will review the request and provide a response.

Procedure:

- 1) Complete the Expenditure Approval Request Form (see attached) clearly identifying who is making the request, why it is needed and what the costs are. Also identify what impact the purchase of this item or service will have on future expenditures (i.e. purchasing of a new freezer will have implications on extra electricity costs.)
- 2) After the request has been approved, please complete The Requisition for Payment form (see attached) and submit directly to the Treasurer of the Board of Directors for payment.



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Expenditure Approval Request Form

(For items/services not included in Current Operating Budget)

Date of Board Meeting: _____

Name of Board Member bringing forward the request:

Who is Making the Request:

(name the committee or individual member(s) that are putting forward the request.)

What is the Request?

(i.e. purchase of deep freezer)

Why is there a need (or rationale) for this request?

(i.e. the freezer is needed to store chow mein because the shelf life in any other storage is too short)

Have other alternatives to making this purchase been considered? If so, what were they?

What future implications could this request have to our current operating budget. (i.e. another freezer would increase utility costs)

If the board has any questions about this request, please identify the contact person and their phone number and email address:

Please draft a motion below for the board's consideration:

(i.e. Motion to approve the purchase of the deep freezer in the amount of \$_____ (including GST/shipping) payable to _____)

MOTION:

For Board/Treasurer Use:

Date Reviewed by Board of Directors

Decision: _____

Rationale:



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Requisition for Payment

Date of Board Meeting where Expenditure Approved: _____
(attach Expenditure Approval Request Form)

Date of Requisition: _____

Requisitioned by: _____ **Phone** _____

Name of Payee: _____

Address of Payee: _____

Invoice Amount: _____
(attach invoice)

Or if no invoice, then complete the following:

Date	Detailed Description	Amount	GST	Total
	Total			

Other Comments:

Cheque No: _____ **Date of Cheque:** _____