

Policy Title: Financial Commitment Policy

Policy Reference: PL.163

Attaches To: (see page 1 and 2, Object(s): Job Descriptions, Etc, Applied To)

Description:

All expenditures must be pre-approved before they can be made. No one is authorized to enter into a financial commitment on behalf of Vanguard with out going through the correct process. All contracts must be signed by the Director/Assistant director.

Purpose:

To protect Vanguard and ensure all expenditures are authorized and within the budget.

Scope:

Policy Type: Company Position Other _____

Job Description(s) Applied To:

Reference	Job Description (JD) Title(s)
JD: 221	Company Wide

Template Object(s) Applied To:

Reference	Template (TP) Title(s)
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Revision History:

Revision #	Date of change	Description of change	Authorized by
1.1	N/A	Launched Object	N/A