

## **B.L.T. Rails to Trails Association**

**Policy Name:** Trail Maintenance Pre-Approved Expenses

**Policy Approval Date:** June 9, 2021

**Special Note(s):**

N/A

**Details:**

1. The board of directors will authorize the Director – Trail Maintenance, or the designate, to purchase up-to \$100.00 (excluding taxes) per month for equipment directly required for trail maintenance without pre-approval of the board of directors.
2. In the event an emergency repair is required, the Director – Trail Maintenance, or the designated, is permitted to purchase up-to \$500.00 (excluding taxes) per incident without pre-approval of the board of directors.
3. The Director – Trail Maintenance shall be required to submit the expenses within 15 days to the Treasurer. For emergency repairs, the Director – Trail Maintenance is to report the expenses within 24 hours.
4. The Director – Trail Maintenance shall report the expense to the board of directors via a committee report at the next director's meeting.