

RESOLUTION NO. 16-12-757

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF MOJAVE AIR AND SPACE PORT
MODIFYING ITS EXPENDITURE POLICY**

Whereas, Mojave Air and Space Port (“District”) has adopted an Administrative Code that addresses expenditure approval, payment and check signing authority in various provisions; and

Whereas, the District desires to amend these provisions in a new Board Policy 5.04 and Administrative Regulation 5.04;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mojave Air and Space Port that Board Policy 5.04 and Administrative Regulation 5.04 are adopted as provided in Exhibit 1, attached hereto and incorporated herein.

BE IT FURTHER RESOLVED that in the event of a conflict between the Administrative Code and Board Policy 5.04 or Administrative Regulation 5.04, the Board Policy and Administrative Regulation shall prevail and govern.

BE IT FURTHER RESOLVED that except as provided herein the Administrative Code (Resolution No. 99-1-585) is reaffirmed and readopted.

PASSED, APPROVED, AND ADOPTED on December 20, 2016:

Ayes:
Noes:
Abstain:
Absent:



David Evans, President

ATTEST


Jimmy R. Balentine, Secretary

5.04 Expenditures and Purchases

1. Credit Card Purchases:

The General Manager may delegate authority for purchases with credit cards for limited purposes, such as travel expenses. Employees purchasing with credit cards shall obtain documentation evidencing the date, vendor name, item description, and amount of the purchase.

2. Non-payroll expenditures of \$25,000 or less:

- a. Accounts Payable shall the aging report for the Director of Administration for approval of checks to be issued.
- b. The Accounts Payable Clerk shall perform the following procedures:
 - i. Prepare an accounts payable "packet" consisting of:
 - 1) The invoice,
 - 2) The bill of lading, packing slip, or other receiving document, if any.
 - ii. Evidence on the invoice the performance of the following:
 - 1) Confirmation of evidence of the receipt of the relevant goods and/or services by an authorized employee.
 - 2) Math check of the invoice
 - 3) Confirmation of the appropriate expense account classification.
 - 4) Reference to the batch number for posting of the voucher.
 - iii. Print a check for payment and temporarily attach it to the front of the "packet" that shall then be forwarded to the Director of Administration or designee for review and approval.
 - iv. File the packet after check signing.
 - v. Prepare a check register for Board review at the next scheduled regular meeting.
- c. The Director of Administration Manager shall perform the following procedures:
 - i. Review the packet to confirm the invoice processing conformed to these regulations.
 - ii. Sample aspects of the control procedures for retesting.
 - iii. Consider other factors that may warrant denial of approval.
 - iv. Evidence approval for the expenditure on the invoice and by signing the check.
 - v. Forward the packet to the General Manager or Interim/Acting General Manager for additional review and approval.
- d. The General Manager or Interim/Acting General Manager shall perform the following procedures:
 - i. Review the packet to confirm the invoice processing conformed to these regulations.
 - ii. Sample aspects of the control procedures for retesting.
 - iii. Consider other factors that may warrant denial of approval.
 - iv. Evidence approval for the expenditure on the invoice and by signing the check.
 - v. Forward to the Director of Administration for separation and distribution. The remaining packet shall go to the Accounts Payable Clerk for filing.

3. Non-payroll expenditures greater than \$25,000:

- a. The procedures are the same as for expenditures of \$25,000 or less with the exception of the following:
 - i. The Director of Administration will forward the packet to the General Manager or Interim/Acting General Manager without signing the check.

Mojave Air and Space Port

Administrative Regulation

AR 5.04

- ii. The General Manager or Interim/Acting General Manager or designee will forward the check without signing it to the Board for review, approval, and check signing by two Board members at the scheduled meeting at which the disbursements are approved.
4. Payroll checks are authorized to be signed/approved by the General Manager so long as they fall within budgeted parameters.
5. Bank reconciliations shall be reviewed by the General Manager and the Board Treasurer or designee.