

(Rough Draft Only-Currently being developed)

Policy for Approval Process

for Committee submitting contractor Bids

1. Committee Chairman

- a. Discusses Bid with the committee the Project or Expenses'
 - i. Needs, priority, timeline, funding etc.
- b. Seeks bids.
 - i. Submits request and written bids or receipts if needed to the BUU office for Approval & Processing using appropriate forms provided by the BUU office or online at the BUU website.
 - ii. Keeps the Committee informed of the current status of the request.

2. President

- a. Signs approval for the Bid if
 - i. The Bid is under \$2,000
 - ii. It is determined it can be funded from the current fiscal year budget.
 - iii. It is within the committee scope and guidelines.
 - iv. It is needed before the next Board meeting or determines it is not significant enough to warrant Board discussion.
- b. Informs the Committee, Board and Treasurer and BUU Office of the approval.
- c. Places the item on the next Board meeting Agenda for approval if it is over \$2,000 or warrants Board discussion or for informational purposes.

3. Board

- a. Reviews submitted Bids.
- b. Requests additional input or a presentation if needed from the committee.
- c. Approves, tables or denies the bid.
- d. Communicates decision to the Committee and Congregation

4. Office

- a. Provides correct forms
- b. Communicates the submittal to the President
- c. Records the President and Board decision
- d. Fills reimbursement requests when Project or work is completed.

Note: Only the BUU President on behalf of the BUU Board may sign or enter into any contract with any vendor for any work.

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