



**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTOR STAFF REPORT**

**AGENDA TITLE: PI 303 – Expenditure Authorization Policy Amendment**

**MEETING DATE: July 27, 2016**

**PREPARED BY: Sally Lyon, Director of Finance and Administration**

---

**RECOMMENDED ACTION:** Approve PI 303 - Expenditure Authorization - Procurement Policy Amendment.

**DISCUSSION:** PI 303 was last revised in October 2013. Staff is recommending two minor changes to this policy. The first change is to update which managers have the authority to approve purchase orders, adding both of the Aviation & Community Services Managers and updating titles. The second revision is to add a Purchase Authorization option for small purchases, under \$5,000 as an alternative to the Purchase Order form. The Purchase Order form is ideal for items purchased in advance. The Purchase Authorization is an approval process for other routine expenditures. A redlined version is attached outlining proposed changes.

**WHAT'S NEXT:** Should the Resolution and policy be approved, staff will update our internal Policy Instructions.

**FISCAL IMPACT:** None

**SAMPLE MOTION(S):** Move to approve PI 303 - Expenditure Authorization - Procurement Policy as revised and amended.

**ATTACHMENTS:** PI 303 Expenditure Authorization – Procurement Policy with proposed changes.