

**TRUCKEE TAHOE AIRPORT DISTRICT  
BOARD OF DIRECTORS AGENDA ITEM SUMMARY**

Topic:	Policy Instruction 210.0 Expenditure Authorization – Procurement		
Purpose	Information:	Guidance:	Decision: <b>X</b>
Recommendation	Approve Policy Instruction 210.0		
Last Action	The previous version of the Expenditure Authorization policy was approved December 17, 2009 – the only change at that time was to correct job titles and eliminate references to the assistant general manager position. Prior to that, the policy had been unchanged since March 27, 2003.		
Discussion	<p>A revision to the Expenditure Authorization policy has been on the General Manager's project tracking list. The previous policy was very basic in nature, and did not cover how policy would vary based on expenditure classifications. The documentation requirements of the revised policy are quite extensive; they have been detailed in Standard Procedure Instruction 210.0. Staff will be developing the most efficient and effective measures as they begin to follow the new procedures.</p> <p>The annual budget is approved by the Board of Directors, and the policy states that the budget is the underlying expenditure authorization. The new policy adjusts the authorization levels by defining purchases as either minimal, minor or major and assigning authorization authority based on those thresholds.</p> <p>A local business preference policy is incorporated in the revised policy. In addition, some special situations are addressed.</p>		
Fiscal Impact	Although the fiscal impact is unknown, the policy will be able to ensure that the District's procurements are more fiscally sound. In some cases, the requirement to document three quotes may result in a better price for the District; however, there will undoubtedly be additional staff time incurred as employees adjust to the new requirements.		
Communication Strategy	The correlating Standard Procedure Instruction has already been written. Once the policy is approved, the revised procedures will be distributed to staff, and they will be briefed on changes to current procedures.		
Attachments	<p>Policy Instruction 210.0 Expenditure Authorization – Procurement (new)</p> <p>Policy Instruction 210.0 Expenditure Authorization (revised 12/17/09)</p>		