

Reference : EXECUTIVE
Section : GENERAL
Title : EXECUTIVE DIRECTOR APPROVALS
Policy Number : 01-01-01
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I PURPOSE

The Purpose of this policy is to define items that require Executive Director approval.

II POLICY

The following forms require the Executive Director's approval:

1. Leave Request Forms (for branch heads and executive office staff)
2. Time Sheets (for branch heads and executive office staff)
3. Travel Request Forms
4. Travel Reimbursement Requests (for branch heads)
5. Contracts
6. Change Orders
7. Letter of Credit for FTA funds (from Chief Financial Officer)
8. Personnel Evaluation Forms (for branch heads and executive office staff)
9. Payroll Change Notices
10. Items for inclusion into the NFTA Policy & Procedure Manual
11. Purchase Orders exceeding \$5,000 pursuant to the NFTA procurement guidelines