

**Reference:** EXECUTIVE  
**Title:** EXECUTIVE DIRECTOR APPROVAL  
**Policy Number:** 01-01-01  
**Effective Date:** 09-30-2001  
**Revision Date:** 09-01-2019

## **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 and Real Property Documents.
6. Letter of Credit for FTA funds (from Chief Financial Officer).
7. Personnel Evaluation Forms (for branch heads and executive office staff).
8. Payroll Change Notices.
9. Items for inclusion and revisions to the NFTA Policy & Procedures.
10. Purchase Requisitions, Check Requests and Requests for Change Orders exceeding dollar amounts pursuant to the NFTA Procurement Guidelines.
11. Discretionary Expense Approval Form.
12. Other items, forms, requests and documents at the discretion of the Executive Director.