

**Reference:** HUMAN RESOURCES  
**Section:** GENERAL  
**Title:** AUTHORITY CONTRIBUTION - EMPLOYEE EVENTS  
**Policy Number:** 04-01-02  
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## **I. PURPOSE**

The purpose of this policy is to outline the conditions required in order for the Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority") to lend financial assistance to employee organizations for social or other events.

## **II. POLICY**

A set dollar amount may be established with the adoption of each fiscal year budget for this purpose.

The Authority may contribute money only to those events that are open to all employees.

Requests for funds must be specific as to the items and/or services to be purchased with these funds, and proper receipts must be submitted.