

**Opportunity Grosse Ile  
Disbursement Approval Process Proposal**

- 1. All proposed expenditures will be reviewed and approved at the monthly meetings. Payments will then be made after each meeting.**
- 2. If payments are required in between meetings, then the following approval process will occur:**
  - a. For expenditures under \$100, two board members must approve the expenditure. The two approving board members cannot be the requestor.**
  - b. For expenditures over \$100, three board members must approve the expenditure. The three approving board members cannot be the requestor.**
- 3. All payments must be made by check. Direct withdrawals from the account or ATM withdrawals are not allowed.**
- 4. A check request form should be completed at all times if possible with supporting documentation attached. Supporting documents should be an actual invoice, or a detailed summary of the expense if an invoice is not available.**