

## **YAVAPAI AMATEUR RADIO CLUB**

### Major Expenditure Form Instructions

Club expenditures over \$300 are to be approved by the club's membership. In order to more efficiently process, track, and document these major expenses, the Major Expenditure Form will be required to be completed and submitted to the club's board for review and recommendation. The board will review the form to ensure proper completion and then vote to recommend or not recommend the expenditure to the general membership at the next club meeting. During the club meeting, the general membership will then discuss the request and vote to either approve or disapprove the request. The membership may also request that additional information be provided before giving its final approval. The form can be filled out and submitted by any current club member. There may be some urgent requests made where the board may not have a completed form to present to the membership, but one will be completed after the fact. In filling out the form, if additional room is required, please state "See reverse side."

Title – A brief name for the request

Originator – Print name of the request originator. Include call letters and any club title or role

Date – Origination date of the request

Description/Objectives – What is the request to do, what needs to happen, and what is the desired end result of this purchase.

Benefit to Club/Members – Detail the value this request will provide to the club and its members.

Estimated Start and Completion Dates – These dates shall take into account the request review and approval process time frames.

Total Amount Requested – Total initial costs and total recurring costs (if over \$300 annually) for the life of the purchase

Estimated Life of Purchase – The estimated useful life of this purchase. "One time use" is an acceptable entry.

Initial Cost Detail – Detail each purchase item and its estimated cost. Aggregation of costs into meaningful categories may be acceptable.

Annual Recurring Costs – Detail recurring costs expected to be incurred annually. This line item will only be added to the "Total Amount Requested" if the annual amount exceeds \$300.

Concerns or Risks – Any down side to the purchase, other concerns, or any risks associated with the purchase are to be detailed.

Public or Other Approvals Required – Detail any approvals that are necessary for the completion of the objectives of this purchase.

Board Recommendation – Once the request has been reviewed, the board will vote to recommend or not recommend the purchase, the result of which will be noted on the form. The date of the vote will be noted, as well as any comments that the board wants to add.

General Membership Action – The request will be submitted to the general membership for discussion and a vote will be conducted. The request can be Approved, Not Approved, or Additional Information can be requested to be submitted to the membership. The approval date will be noted.

Signature of Originator – Sign the request.