

RESOLUTION NO. 2017-14

A RESOLUTION OF THE HEBER PUBLIC UTILITY DISTRICT AMENDING THE DISTRICT'S POLICY NUMBER 3040

WHEREAS, the Heber Public Utility District Policy Manual was adopted via Resolution 2015-15 on October 15, 2015; and

WHEREAS, the Policy Manual established policy number 3040 Expense Authorization; and

WHEREAS, the Board of Directors desires to modify and amend policy number 3040 to include the following:

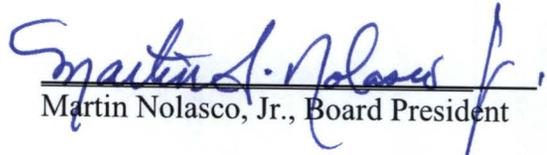
Policy Number 3040.2 Any commitment of District funds for a purchase or expense greater than **\$15,000** shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

Policy Number 3040.2.1 The General Manager may authorize expenditures greater than **\$15,000** in certain circumstances that require immediate action. The General Manager will immediately report any such expense to the Board of Directors.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Heber Public Utility District Board of Directors hereby amends the District's Policy Number 3040 attached hereto under Exhibit A, and directs management to make this policy effective immediately.

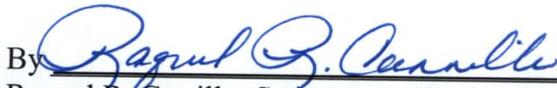
AYES: 5
NOES: 0
ABSENT:

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Heber Public Utility District held on the 21st day of December 2017.


Martin Nolasco, Jr., Board President

ATTEST: M. Cardenas, M. Nolasco, Jr., T. Sandoval, K. Garcia, P. Tabarez, Jr.

I, RAQUEL R. CARRILLO, Secretary to the Clerk of the Board of the Heber Public Utility District, County of Imperial, State of California, DO HEREBY CERTIFY that the foregoing resolution was dully passed, approved and adopted by the Board of Directors of the Heber Public Utility District at its regularly scheduled meeting held on the 21st day of December 2017.

By 
Raquel R. Carrillo, Secretary to Clerk of the Board

Resolution 2017-14 - Exhibit A

POLICY TITLE: Expense

Authorization POLICY NUMBER: 3040

3040.1

3040.2

All purchases made for the District by staff shall be authorized by the General Manager, Finance Manager or Office Manager and shall be in conformance with the approved District budget.

3040.2.1

Any commitment of District funds for a purchase or expense greater than \$15,000 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

3040.4

The General Manager may authorize expenditures greater than \$15,000.00 in certain circumstances that require immediate action. The General Manager will immediately report any such expense to the Board of Directors.

Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed by check through the accounts payable procedures. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager, Finance Manager, or Office Manager prior to payment. Any request for reimbursement without a receipt must be made in writing and signed by the employee or Director requesting reimbursement. The written request shall contain an acceptable explanation for the claimed expense and why there is no receipt and must be approved in writing by the General Manager.