

STEVE SISOLAK
Governor

STATE OF NEVADA



MICHAEL BROWN
Director

**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR**

**NEVADA COMMISSION ON MINORITY AFFAIRS
POLICIES AND PROCEDURES ON GENERAL FINANCE**

I. PURPOSE

This policy is intended to establish procedures and provide guidance to the Nevada Commission on Minority Affairs (hereinafter referred to as "Commission") regarding general finance.

II. POLICY & SCOPE

All Nevada Commission on Minority Affairs Commissioners ("Commissioners") and Commission staff are expected to follow the procedures set forth in this policy regarding finances of the Commission.

III. BACKGROUND

The Commission meets only once a month and periodically, funds need to be requested before the next scheduled Commission meeting. These procedures aim to alleviate having to call an emergency Commission meeting for the sole purpose on voting on expenditures of \$1000 or less.

IV. RESPONSIBILITY

The Commission Chair ("Chair") will review and approve all expenditure requests from Commissioners and Commission Staff.

V. PROCEDURES

A. EXPENDITURE REQUESTS

1. The Chair is authorized to approve an expenditure of up to \$1000 without prior approval of the Commission body. The Commission will be advised of any such expenditure(s) at the next regular meeting to include a stated purpose of each expenditure.
2. An individual expenditure of more than \$1000 shall be presented to the Commission body for a vote.

VI. POLICY COMMUNICATION

This policy will be communicated to all Commission staff and Commissioners.

Approved by the Commission on XX XX, 2019.