

## COMMISSION POLICY

## POLICY #3.1

**SUBJECT:** Agenda Item Appropriation Procedure

**DATE ADOPTED**  
February 19, 2008

**PAGE (BCC MINUTES)**  
Page 26

**OBSOLETE VERSIONS** *(Can be found in the Inactive Policy Book.)*  
**DATE ADOPTED** **PAGE (BCC MINUTES)**

*NOTE: (CHARACTERISTICS OF A GOOD POLICY AND PROCEDURE DOCUMENT) -- A policy is typically a document that outlines specific requirements or rules that must be met. The overall goal is to write policies that are clear, concise and in simple language. If you use an acronym, spell it out the first time you use it.*

### **POLICY STATEMENT**

This policy provides budget signoff on Agenda Action Items.

### **PROCEDURAL REQUIREMENT**

In order to carry out this policy, the following steps must be taken:

1. Each Agenda Item having a financial impact shall have Budget Director or designee approval.
2. The Budget Director or designee shall assign the appropriate account coding and remaining budget amount.
3. All unbudgeted items shall have a proposed source of funds.