

Approval Authorities Matrix

	Bank Signature*	Sign Contracts ⁷	Approve Purchase Requests (non- software)	Approve Office Purchase Requests & Invoices	Approve IT Purchase Requests and Invoices	Approve Other Invoices	Approve Legal	Approve Owner Payments	Charitable Contributions	Political Contributions	A/R Credits/Adj	Payroll Changes
Board of Directors			x	x	x			x ⁶	x	x		All Group Changes
CEO	\$ 5,000 ¹	x	\$ 500,000	\$ 500,000	\$ 500,000	X	Joint w/ VP Legal	Joint w/ VP Legal ⁶	\$1k Individual; 20k Annual	\$5k Local, None for State and Fed	x	Unlimited for Individuals ²
VP Legal Affairs	\$ 5,000 ¹	X				X	Joint w/ CEO	Joint w/ CEO ⁶		\$5k Local, None for State and Fed		
Director Ops	\$ 5,000 ¹	X		\$ 5,000 ⁴	\$ 5,000	X						
HR Director	\$ 5,000 ¹			\$ 5,000 ⁴	\$ 5,000	X						
CFO	\$ 5,000 ¹	X		\$ 5,000 ⁵	\$ 5,000	X						

* Sign checks, release EFT (including wires and ACH)
 1 - Two signature required for amounts over threshold and for all wires regardless of amount
 2- Includes new hires and wage changes, all payroll changes ratified by Board annually. All individual salary changes to be discussed with board of directors.
 3- Requires a signed contract
 4- Insurance, phones, computers and bank fees/interest only
 5- Unlimited for payroll taxes and payroll related deposits

6- Board approves, managers authorize payment
 7- All contracts outside of the ordinary course of business (e.g. purchase orders) >\$5,000 or 12 months in term require legal review and approval. All contracts containing an indemnity clause subjecting New Corp to additional liability regardless of amount or term require legal review and approval.
 8- Accounting A/R personnel have authority to adjust for de minimis amounts (<\$5)

Note:
 - Dollar amounts are maximum amounts authorized to approve
 - All timecards to be approved by manager/supervisor of related department
 - Matrix does not include family trusts & other misc. family assets

Approved _____