

The Board of Trustees
of the
School and Institutional Trust Lands Administration

New Policy

Policy Statement No. 2013-03

Subject: Capital Expenditures

The Board of Trustees of the School and Institutional Trust Lands Administration (the "Board") met in open, public session on 21 November, 2013, and by majority vote declares the following to be an official policy of the Board concerning the approval of capital expenditures.

- From time to time, SITLA becomes involved in projects that require it to make capital contributions.
- Capital contributions totaling less than \$100,000 for any given project do not require pre-approval by the Board. Expenditures totaling less than \$100,000 on a project-by-project basis will be left to the best judgment of the Director.
- Capital contributions exceeding \$100,000 for any given project require approval by a majority vote of the Board. Supplemental capital contributions not initially approved by a majority vote of the Board will require an additional approval.
- Capital expenditures specifically approved during the budget-review process will be deemed to have been approved for the purposes of this policy.
- Requests for approval of capital contributions must detail the amount of the request and provide an explanation for how the funds will be used.
- Board review and approval of capital expenditures will normally occur during a regularly-scheduled Board meeting, but, in exigent circumstances, under the direction of the Chair of the Board and with formal notification to the impacted beneficiary at the time the Board is notified of the request, approval may be given using electronic means.
- The Director shall provide an accounting of all capital contributions on any project(s) upon request.

BY THE BOARD:



Steven B. Ostler, Chairman