**NLN Affiliated Constituent League**

**Policy and Procedure**

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| policy number | **4.3** |
| policy name | Capital Expenditures |
| **date of origin** | (Date) |
| purpose |  |
| 1. **policy** | To the extent practical, capital expenditures for XYZ will be incorporated into the annual budget. The following guidelines will govern the acquisition of all capital expenditures:   * All capital expenditures are acquired pursuant to a purchase order. * The board president or an appointed board representative must sign all purchase orders over $\_\_. * The annual budget may have some nominal allocation for smaller capital expenditures. * Items of a capital nature over $\_\_ will be capitalized. * A fixed-asset inventory of office equipment, computers, and printers will be maintained and adequate insurance will be maintained. |
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Revision Dates: