

**NATIONAL ASSOCIATION OF BENEFITS & INSURANCE PROFESSIONALS
OHIO CHAPTER | POLICY AND PROCEDURE**

POLICY TITLE: Office Expenditures
CLASSIFICATION: Executive/Board
POLICY NUMBER: 2008-1201
MOTION: Randy Klein
SECONDED: Steve Brubaker
DATE SUBMITTED (INITIAL): December 18, 2008
DATE APPROVED: December 18, 2008
APPROVED BY: Board of Directors

RENEWED November 18, 2010
MOTION: Steve Brubaker
SECONDED: Chris Heiberger
APPROVED BY: Board

RENEWED October 18, 2012
MOTION: Randy Klein
SECONDED: Dave Kross
APPROVED BY: Board
SUNSET DATE: November 2014

RENEWED September 2014
MOTION: Sam Fiorentino
SECONDED: Larry Link
APPROVED BY: Board
SUNSET DATE: September 2016
COMMITTEE FOR REVIEW: August 2016

RENEWED September 2016
MOTION: Lee Nathans
SECONDED: Dave Kross
APPROVED BY: Board
SUNSET DATE: September 2018
COMMITTEE FOR REVIEW: August 2018

RENEWED: March 12, 2019
MOTION: Carol Conway
SECONDED: Ingrid Martin
SUNSET DATE: March 2023

RENEWED: January 19, 2023
MOTION: Andrew Toppin
SECONDED: Barb Gerken
SUNSET DATE: March 2025

Purpose: To establish a systematic review of NABIP Ohio expenditures over \$1000

Policy: Any expenditure over \$1000 is required to have 3 quotes

Procedure:

1. The Office Administration shall secure three (3) bids on any expenditure over \$1000
2. Send bids to treasurer and administrator.
3. NABIP Ohio board shall make a final decision based on the administrator and treasurers recommendation.

Financial Impact: None