

AFE Process Changes

- The AFE must clear all recommending committees and be submitted to the Controller no later than 12 business days prior to the next scheduled Finance Committee meeting.
- After the Controller checks for accuracy and completeness, he will create an on-line link to the AFE and notify designated link no later than 10 business days prior to the next scheduled Finance Committee meeting.
- The Finance Committee Chairman will prepare the agenda for the next Finance Committee meeting, referencing all AFE's to be reviewed and submit a copy to the Communications Manager no later than 8 business days prior to the Finance Committee meeting.
- The Communications Manager shall prepare an internet **Blast** containing the Finance Committee agenda and links to the AFE's to be reviewed. This Blast shall also include the next scheduled workshop and BOD meeting dates as well as instructions to the membership on their participation & input into the AFE approval process. Deadline for internet BLAST distribution is the end-of-day 7 business days prior to the scheduled Finance Committee meeting.
- A specific email mail box will be created to allow the membership to submit their ideas or suggestions to the Finance Committee regarding AFE's under approval consideration.
- A **Blast** will be sent to the membership when the emergency AFE process is utilized to inform the membership of the expenditure and reasoning behind the emergency process.