

EXTRAORDINARY EXPENDITURES

Extraordinary expenditures refers to expenditures made for goods or services outside normal operating expenses, such as the purchase of new equipment, renovations, or major repair work.

The following approval policies must be followed for extraordinary expenditures:

Parish or School Expenditures

- Pastor, pastoral administrator, or school administrator must consult the Parish Council or School Board and/or Finance Council on any proposed extraordinary expenditure over \$1,000 that was not included in the approved budget.
- Any extraordinary expenditure amounting to \$20,000, written approval of the Archbishop must be obtained. Parishes should obtain at least three competitive bids.

Parish or School Organization Expenditures

- Parish or school organizations must consult with the pastor, pastoral administrator, or school administrator on any proposed unbudgeted expenditure over \$1,000.

In addition to these policies, each parish or school may develop policies that are more stringent if desired. Refer to the [Renovations/New Construction](#) policy for more information.