

EXPENSE APPROVAL POLICY

The Board of Trustees of the Agrónomos Sin Fronteras Foundation, determines the following policy for expenses that have to be made and exceed 300 euros:

In the first place, we will try to obtain the product or service that is needed, free of charge as a collaboration to the humanitarian work of the Foundation. If this is not possible, the following procedure will be followed:

- 1.** At least three written quotations from three suppliers who can offer the same service or product, of similar quality, will be required.
- 2.** The person in charge of Administration will present the quotations received to the President and the most economical one will be selected.
- 3.** In the event that the expense exceeds 2,000 euros, the Board of Trustees shall be consulted, which shall evaluate the three quotations presented and issue its opinion.
- 4.** The expenses related to the projects approved for execution by the Board of Trustees of the Foundation, must be presented to the Delegate Commission, as they are executed, so that the Commission is aware of the remittances that are made to the projects in compliance with the approved budgets. Any variation of the same, will have to receive the approval of the Delegate Commission.