



**Policy Number 1**  
**Issued: November 14, 2008**  
**Revised: February 24, 2022**  
**By: Wyoming Workforce Development Council**

**1.0 Purpose**

This policy establishes the Wyoming Workforce Development Council's position on the allocation of discretionary reserves.

**2.0 Policy**

It is the policy of the Wyoming Workforce Development Council that:

2.1 All requests for allocation of discretionary reserves less than five thousand dollars (\$5,000.00) shall be reviewed by the Executive Committee or membership of the Wyoming Workforce Development Council for approval and expenditure.

2.2 All requests for allocation of discretionary reserves equal to or greater than five thousand dollars (\$5,000.00) shall be reviewed by the Strategic Performance and Finance Committee for a recommendation of approval and expenditure prior to approval and expenditure by the Executive Committee or members of the Wyoming Workforce Development Council.

**3.0 Compliance with Federal and State Law/Regulation/Policy**

3.1 This policy complies with any and all federal and state laws, regulations and policies.