



PROCEDURE PR.502.FIN

TITLE: SPENDING AUTHORIZATION AND CONTROLS

Date issued: 30 January 1998
Last revised: 10 March 2009
Authorization: Senior Staff: 14 October 1997

1.0 OBJECTIVE

To delegate to staff spending authority within specified limits and approved procedures.

2.0 DEFINITIONS

Contract means any written document, signed by the appropriate signing officers committing the Board to the acquisition of specific goods and services.

Purchase Order means a written document issued under the authority of the Co-ordinator of Purchasing within approved tendering or acquisition procedures.

3.0 RESPONSIBILITY

Chief Financial Officer

4.0 PROCEDURES

4.1 General Delegation to Chief Financial Officer

The Chief Financial Officer is authorized to process any payments under authorized contracts, as required under Federal or Provincial law such as pension fund contributions, insurance plans, remittances to Revenue Canada and payments to other Boards, and all necessary short-term financial arrangements.

The Board will be informed of the receipt of any significant additional funding announcements (over \$500,000).

4.2 Co-ordinator of Purchasing Services

The Co-ordinator of Purchasing or designate is authorized to issue under his/her own signature purchase orders for all goods and services for which funds have been provided in the Board's annual budget, subject to approved tendering procedures or other authorized means.

4.3 Delegation to Other Staff

Budget holders may authorize a purchase to be charged to his/her approved Board budget, following approved competitive bid process or other acceptable processes for acquiring goods and services (see procedure PR. 558.FIN), subject to the following approval and signing limits:

Over \$200,000	Director of Education and Chief Financial Officer
Up to \$200,000	Superintendents
Up to \$50,000	Principals and Managers
Up to \$25,000	Vice-Principals and Supervisors
Up to \$10,000	School Department Heads, Project Leaders and Area Supervisors
Up to \$5,000	As delegated by the principal budget holder.

Trustees will be notified of any payments in excess of \$500,000 that do not have prior Trustee approval.

4.4 Staff is authorized to process all payments required by legislation and Board approved contracts without further specific Board approval.

4.5 Any contract signed by a Board employee, who is not authorized to enter into a contract, not identified in this procedure, will be considered the obligation of the person signing the contract and not an obligation of the Board.

4.6 Acquisition of Goods, Services, Consulting or Professional Services

Except in emergency or unique situation, financial commitments above the amount of \$2,500 will be in the form of purchase orders or written contracts issued before the goods or services are acquired, in accordance with approved procedures.

Sole source or emergency expenditures of less than \$25,000 must be pre-authorized by the Principal/Manager, Superintendent, and Chief Financial Officer or Director of Education (or designate).

Expenditures of more than \$25,000 that require suspension of normal competitive bid process due to emergency situations must be authorized by the Superintendent and the Chief Financial Officer or the Director of Education (or designate) before funds are expended.

4.7 Electronic Processing

In any electronic processing of purchase orders or payments, the necessary approvals will be indicated by electronic transmission of the authorized staff member in place of manual signatures.

5.0 REFERENCE DOCUMENTS

Board Policy P.007.FIN: Signing Authority and Spending Controls