

## Public Schools Branch OPERATIONAL PROCEDURE

SIGNING AUTHORITY	
<i>Policy Section</i> <b>Finance and Facilities</b>	<i>Procedure Number</i> <b>201.1</b>
<i>Pages</i> <b>2</b>	<i>Approved Date</i> <b>October 25, 2016</b>
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<i>Replaces: ELSB Operational Procedure 201.1 Signing Authority, January 20, 2015</i>	

### 1.0 INTRODUCTION

1.1 The authority to requisition the purchase of goods and services is delegated to designated employees in all schools and departments within the Public Schools Branch.

### 2.0 SIGNING AUTHORITY LIMITATIONS

- 2.1 The following authority levels apply for all purchases of the Public Schools Branch and the dollar values do not include taxes, levies, shipping or handling:
- 2.1.1 Principals may authorize requisitions and expenditures (Local Purchase Order Requisitions, Purchase Order Requisitions and invoice payments) up to \$10,000. Principals may **only** delegate authorization levels up to \$5,000 to **only** their Vice Principal when they are not in the school.
  - 2.1.2 Directors designated by the Director of the Public Schools Branch (Director) may authorize requisitions and expenditures (Local Purchase Order Requisitions, Purchase Order Requisitions and invoice payments) up to \$10,000. Directors may delegate signing authority to Leaders, Managers, Coordinators or Supervisors to a maximum of \$10,000.
  - 2.1.3 The Leader of Corporate Services may authorize requisitions and expenditures (Local Purchase Order Requisitions, Purchase Order Requisitions and invoice payments) up to \$25,000.
  - 2.1.4 The Director of Corporate Services may authorize requisitions and expenditures (Local Purchase Order Requisitions, Purchase Order Requisitions and invoice payments) up to \$100,000.
  - 2.1.5 The director may authorize requisitions and expenditures (Local Purchase Order Requisitions, Purchase Order Requisitions and invoice payments) up to \$100,000.
  - 2.1.6 Individual expenditures in excess of \$100,000 need approval from the Public Schools Branch Board of Directors (excluding levies and taxes owed to government agencies). Once approval is acquired, the Director of Corporate Services or the Director of the Public Schools Branch can authorize payment.

**3.0 EXCEEDING SIGNING AUTHORITY LIMITS**

3.1 Splitting or dividing the purchase of goods or services to avoid exceeding an individual's authorized limit to purchase is prohibited.

**4.0 CROSS REFERENCE**

4.1 PSB Board Governance Policy - *SL 7 Asset Protection*

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