

**Policy Title: Expenditure Authorization**

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	January 2019	Effective date:	January 2019
Policy Sponsor:	Vice President, Administration and Finance	Date last reviewed:	January 2019
Date of Mandatory Review (expiry date):	December 2024	Date of last revision of Procedures:	January 2019

**1. POLICY**

1. All expenditures require the approval, and in many cases a written agreement (purchase order or contractual agreement) of the Manager, Division Director or member of the Executive Leadership Team to which the purchase/expenditure relates, and in accordance with this policy.
2. All contracts, including memoranda of agreement, must be vetted through the Vice President, Administration & Finance (VPAF) and Legal Counsel, as necessary, before any commitments are finalized. Authorization for signature is provided in accordance with the Contract Management Policy.
3. All technology acquisitions (e.g., computers, monitors, scanners, drives, printers), software and service agreements, and software acquisitions valued at greater than \$150 are to be reviewed and approved by the Chief Information Officer prior to further review in accordance with the Contract Management Policy.
4. The purchasing division is responsible to ensure that sufficient funds are available in their budget, or funds held in trust for research or other designated purposes in advance of making any financial commitments. Unbudgeted expenditures over \$5,000 require approval of the VPAF.
5. A division seeking specific authority to be exempt from the elements of this policy will require written authorization from the VPAF.
6. All employees require approval by their supervisor for amounts payable directly to them.

7. Authorization levels and written agreement (purchase order or contractual agreement) requirements are set out below:

Amount (upto) In \$	P.O. Required	Quote Required	Manager	Director	Assoc VP	VP or Dean	VP Admin and Financ	Pres
<5000***			x	x	x	x	x	x
<10,000	x	Advisable (2)		x	x	x	x	x
<15,000	x	Advisable (2)			x	x	x	x
<25,000	x	2				x	x	x
≥25,000	x	3					x	x
>50,000	x	3						x

Exceptions include, but are not limited to, business expense reimbursement, utilities, insurance.

\*\* If the expense is related to highly specialized services or equipment that may be available from only one vendor, the Vice President, Administration & Finance may grant an exception.

\*\*\* For amounts of \$50 or less an authorized receipt may be reimbursed from petty cash

## 2. PURPOSE

To provide guidelines and processes for making expenditures on behalf of CMCC in a manner that is ethical, efficient, equitable, consistent and justifiable.

## 3. SCOPE

The acquisition of goods and services, by purchase or lease, with CMCC funds from all sources including the operating, research, capital and ancillary funds and all other funds held in trust or at its disposal.

## 4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

This policy refers to the value of an item (before taxes) and larger purchases of like items may not be split in order to avoid the purchase order process.

## 5. RELATED POLICIES (not a comprehensive list)

- Acceptance of Gifts
- Conflict of Interest and Conflict of Commitment

- Reimbursement of Business Expenses
- Research Policy Manual

## 6. DEFINITIONS

Obtaining quotations is the formal process of calling upon vendors to provide a detailed and written estimate of their fees for goods or services requested. The quotations are open invitations for any qualified vendor to submit a request for quotation or a request for proposal and must be identical for any one request for proposal. Adequate time must be given to each vendor to ensure an accurate and fair estimate is submitted. Sufficient time must be allowed to evaluate and review each quotation to ensure that the purposes of this policy are realized, that fair value and appropriate quality are obtained, and that there is fairness to all vendors.

<b>New Policy Approved (date):</b>	Signing Authority – May 2004 Purchasing Policy – July 2007
<b>Policy Revision History (dates):</b>	Expenditure Signing Authority – May 2008 December 2010 Expenditure Authorization – December 2016 January 2019

-----**END OF POLICY**-----

## 7. PROCEDURES

### 1. Purchase Orders

- The approved purchase order form, which is available electronically, will be completed by the purchasing division which will contact the Accounts Receivable Coordinator who will assign a Purchase Order number.
- The purchase order number is to be added to the Purchase Order and submitted to the vendor, a copy of which is to be provided to the Accounts Receivable Coordinator.
- The purchase order must be attached to the invoice for payment, once goods/services are received. When a purchase order has been authorized with the appropriate signatures, there is no need for further authorization of an invoice unless the cost has increased by 10% or \$5,000, whichever is less.

### 2. Reviewing Quotations

- When reviewing quotations, the total cost of purchasing, installation, maintenance, warranty, continuing support, repair, staff training, operation, energy use, disposal value, and other relevant costs shall be considered rather than only the lowest quotation price. The lowest quotation price may not necessarily be the one accepted.

<b>New Procedure Approved (date):</b>	Purchasing Policy – July 2007
<b>Procedure Revision History (dates):</b>	Expenditure Authorization – December 2016 January 2019

## 8. ATTACHMENTS

None.