

# Purchase and Commitment Authorization Levels

## POLICY

Agency purchases and commitments require the following levels of authorization:

Expense	Amount	Required Authorization Level
<b>Foster Parent Expense Claims</b>	Expenses within the limits detailed in the Foster Parent Hand Book may be authorized by Children's Service or Resource Workers. For expenses not listed in the Foster Parent Hand Book:	
	up to \$250	Children's Service or Resource Workers
	\$250 to \$1,000	Supervisors and Administrative Services Coordinator
	\$1,000 to \$20,000	Children's Service Director or Family Service Director
	\$20,000 to \$100,000	Executive Director
<b>Client Related Expenses</b>	up to \$30 from petty cash	Children's Service or Family Service Workers
	\$50 to \$1,000	Supervisors
	Up to \$7,500	Senior Legal Counsel
	\$1,000 to \$20,000	Children's Service Director or Family Service Director
	\$20,000 to \$100,000	Executive Director
<b>Administration Expenses</b>	up to \$1,000	Executive Assistants and Administrative Services Coordinator
	\$1,000 - \$7,500	Corporate Services Managers
	\$7,500 to \$20,000	Director of Finance and Administration or Director of Human Resources and Property
	\$20,000 to \$100,000	Executive Director
<b>Any Expense</b>	over \$100,0000	Executive Committee and/or Board of Directors upon written recommendation from the Executive Director

**Exemptions:**

The following are exempted from the above thresholds and subject to approvals as outlined below:

<b>Expenditure</b>	<b>Required Approval Process</b>
<b>Salaries and Statutory Benefits</b>	<ul style="list-style-type: none"> <li>prepared by Corporate Services Department; reviewed and approved by Director of Human Resources; and electronic transmission reviewed by Director of Human Resources</li> </ul>
<b>Foster Parent Boarding Rate Payments</b>	<ul style="list-style-type: none"> <li>prepared by Corporate Services Department; reviewed by Director of Finance and Administration; and electronic transmission reviewed by Corporate Services Department</li> </ul>
<b>Obligations under the Collective Agreement (OMERS/SUB plan, etc.)</b>	<ul style="list-style-type: none"> <li>prepared by Corporate Services Department, reviewed and approved by Director of Human Resources</li> </ul>
<b>Ongoing Facilities Operational Costs (e.g., telecommunications utilities, property taxes)</b>	<ul style="list-style-type: none"> <li>reviewed and approved by Director of Human Resources</li> </ul>

**PROCEDURE**

The requesting/authorizing staff member:

1. Seeks financial consultation if the expense being considered is an ongoing matter of operations or a new commitment (see Required Financial Consultation, #C3-a-300).
2. Before making a purchase or commitment, ensures the purchase is within the scope of the requesting person's work and in compliance with authorization levels above.
3. Upon receipt, ensures good or services received are as indicated on the invoice.
4. Forwards an approved cheque requisition form or approved invoice with supporting documentation to the Finance Department.

Date Approved: September 8, 2008

Reconfirmed:

Revised: Aug. 24, 2010; Sept. 5, 2010; Oct. 30, 2013, December 17, 2014, November 6, 2017

Approved by: Senior Management Team/November 2017 revision approved by Executive Director and Director of Corporate Services