

 <p>Family & Children's Services of Guelph and Wellington County</p>	Policy		
	Policy Title: Purchase and Commitment Authorization Levels C3-a-100		Policy Number: C3-a-100
	Created Date: 2008/09/08	Version Number: 6	Version Effective Date: March 1, 2023
	Issuing Department: Corporate Services		Approved By: Director of Finance

Purchase & Commitment Authorization Levels

POLICY

Agency purchases and commitments require the following levels of authorization:

Expense	Amount	Required Authorization Level
Foster Parent Expense Claims	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	Service Managers and Administrative Services Coordinator
	\$1,000 to \$20,000	Children's Service Director or Family Service Director
	\$20,000 to \$100,000	Executive Director
Client Related Expenses	up to \$30 from petty cash	Children's Service or Family Service Workers
	\$50 to \$1,000	Service Managers
	Up to \$7,500	Senior Legal Counsel
	Up to \$13,000 for Adoption Subsidies only (\$1,035 per month per child)	Service Managers (Foster & Adoption or designate)
	\$1,000 to \$20,000	Children's Service Director or Family Service Director
	Up to \$5,000 (Children First Fund payments only)	Fund Development and Communications Manager
	Up to \$25,000 ("Ready, Set, Go" expenses only)	Service Managers
	\$20,000 to \$100,000	Executive Director
Administration Expenses	up to \$1,000	Executive Assistants and Administrative Services Coordinator

Expense	Amount	Required Authorization Level
	\$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
Any Expense	over \$100,000	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:

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

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.