



## **Policy Manual – Finance**

### **F.P.02 Purchasing Authority**

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#### **Policy Statement**

The following officials have Purchasing authority for Board requisitions and purchase orders:

Director of Education;  
Associate Director of Corporate Services;  
Superintendent of Education;  
Superintendent of Human Resources;  
Controller of Business Services (not to exceed \$25,000.00);  
Senior Manager of Facility Services;  
Chief Information Officer (not to exceed \$25,000.00);  
Assistant Superintendent of Education (not to exceed \$10,000.00);  
School Principal (not to exceed \$10,000.00);  
Manager of Procurement (not to exceed \$10,000.00);  
Manager – Library & Information Services (not to exceed \$10,000.00);  
Area Manager - Custodial Services (custodial supplies not to exceed \$2,500); and,

#### **Purpose**

The purpose of this policy is to identify those positions/staff members having the authority to initiate and approve purchase transactions (subject to thresholds) of the Board.

#### **Responsibility**

Adherence to this policy shall be the responsibility of those with purchasing authority. In addition, upon receipt of the purchase requisition the purchasing department will review the history of the requisition to ensure that it has been released by a staff member whose position is identified in this policy. It is worth noting that the finance system of the Board has been set up with 'user rights' consistent with this policy.

#### **Regulations – N.A.**

#### **Related Policies - F.P.01 – Purchasing Policy**

#### **Related Board Committee - Committee of the Whole**

#### **Policy Review Date:**

BM Original Policy Approved 21 December 1982

Revisions: 29 November 1988, 28 June 1994, 07 November 1995, 07 November 2000,  
07 June 2005, 06 June 2006, 21 June 11, 04 June 2012, 01 March 2016, 27 August 2019

To be reviewed every three years