

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Approval Authority

EFFECTIVE DATE: May 24, 2022

1. SCOPE

1.1. Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to all college employees and members of the Board of Governors.

2. PURPOSE AND PRINCIPLES

2.1. The purpose of this policy is to establish an approval authority schedule for procurement of goods and consulting services.

2.2. This policy is developed following the Broader Public Sector Procurement Directive issued by the Management Board of Cabinet (July 1, 2011).

3. POLICY

All employees shall obtain appropriate authorization for any expenditure of college funds. Expenditures to those not dealing at arm's length are to be approved by the next level of authority.

Approval Authority Schedule – Goods and Non-Consulting Services	
Procurement Value	Purchasing Authority Level*
Up to but not including \$1,000	Staff member designated by their manager, dean, director or Executive Team member
\$1,000 up to but not including \$5,000	Manager
\$5,000 up to but not including \$10,000	Dean, Director, Senior Director
\$10,000 up to but not including \$250,000	Vice-President / CFO
\$250,000 up to but not including \$2,000,000	President
\$2,000,000 or more	Board of Governors

*Purchase authority levels remain in effect for all administrators while in an acting capacity unless authorized by the President.

Approval Authority Schedule – Consulting Services		
Procurement Method	Total Procurement Amount	Purchasing Authority Level
Invitational Competitive	Up to but not including \$100,000	Approval Authority Schedule for goods and non-consulting services
Open Competitive	Any value	Approval Authority Schedule for goods and non-consulting services
Non-competitive (Exemption-based only)	Up to but not including \$1,000,000	President
	\$1,000,000 or more	Board of Governors

4. ROLES AND RESPONSIBILITIES

4.1 Board of Governors

The Board of Governors is responsible for the initial approval of this policy and all subsequent amendments.

4.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5. EVALUATION

This policy will be reviewed by the Board of Governors every 3 years.