

Authority to Purchase Goods and Consulting Services		5010
Chapter 5: Levels of Authority	Department: Finance	
Date Approved:	Date Revised: May 23, 2018	
Source Reference: Nogdawindamin Internal		

POLICY:

Only authorized personnel will commit Nogdawindamin Family and Community Services to the purchase of goods and consulting services.

PROCEDURE:

1. The Board of Directors delegates the authority to purchase goods and services to the positions as follows:

PURCHASE VALUE	AGENCY POSITION
Purchases up to \$2,000	Supervisors, HR Officers and Executive Assistant
Purchases up to \$5,000	Managers
Up to \$40,000 - two of the following	Chief Executive Officer Senior Director of Services Senior Director of Corporate Services Director of Finance Director of Services Director of Human Resources Senior Program Manager Accounting Manager
Over \$40,000 up to \$100,000 - two of the following (one of which must be the Director of Finance or Senior Director of Corporate Services)	Chief Executive Officer Senior Director of Services Senior Director of Corporate Services Director of Finance Board President Board Treasurer
Over \$100,000 up to \$250,000	Chief Executive Officer (Must Sign) And Either one of Director of Finance or Senior Director of Corporate Services
Over \$250,000	Board of Directors – Motion (unless in list of regular recurring payments in this policy i.e. Payroll, pension, payroll taxes etc.)

1. The Accounts Payable Clerk or Accounting Manager will forward Request for Purchase Forms or other payment documents to the appropriate delegated authority based on the purchase value.
2. Delegated authorities or designate will confirm their authorization of purchases by signing off on the [Request for Purchase Form](#) or other payment documents within their limits of their authority.
3. If the usual delegated authority, i.e. Supervisor is not present to physically sign a Request for Purchase, a designate who also has delegated authority may provide written authorization in their absence. The designate will contact the delegated authority if there are any questions pertaining to the expenditure prior to authorization.
4. The Board of Directors will approve expenditures over \$250,000 through a board motion. Authority for the board motion will transfer to the Chief Executive Officer and Director of Finance for authorization of purchase. The board motion will be attached to the Request for Purchase.
5. The Director of Finance will present recurring expenditures over \$250,000 to the Finance and Personnel Committee for approval utilizing a briefing note. Once approved, and minutes accepted by the Board of Directors, Nogdawindamin Family and Community Services can process payments with continued authority delegated to the Chief Executive Officer, Director of Finance, Director of Services, Director of Human Resources, and Accounting Manager. Payroll, payroll taxes, and pension payments are exempt from this requirement.
6. The Chief Executive Officer may authorize short-term contracts for a term not to exceed one year up to \$250,000, conditional upon available funding.
7. Once a board motion for a purchase has been made that motion is the approval to purchase the item and the supervisor or higher level that oversees the project, service or good purchase can move forward with full signing authority.

POLICY REFERENCES:

HUMAN RESOURCES MANUAL