

Schedule of Purchasing Authority and Approvals

Effective: June 30, 2017

This Schedule is a companion document to the University's Purchasing Policy. It indicates the purchasing authority assigned to certain units and individuals. This Schedule may be revised, when appropriate, by the Vice-President (Administration and Finance).

1.0 CENTRALIZED PURCHASING AUTHORITY

Purchasing at the University is centralized and decentralized, based upon the nature of the items and/or services to be purchased. Centralized purchasing authority has been delegated to specific administrative units as appropriate at each campus. Prior approval to purchase is required from these units. The list of units below is not intended to be all inclusive, but rather to serve as an introduction to the responsibilities several of the administrative offices have for centralized purchasing of the more common goods and services required by the University.

1.1 Facilities Management - Responsible for all purchases related to the acquisition, construction and maintenance of University property and facilities. This includes but is not restricted to planning, construction, lease of space, renovations and alterations, repair and maintenance, building and grounds services, waste disposal, kitchen equipment, flooring, window dress, vehicle acquisition and leasing, vehicle repair and maintenance, security, extension cords, power bars, and moving services.

Facilities Management is also responsible for the purchase of office systems. Facilities Management will provide design and layout services, approve standards, arrange for tender or solicitation of supplier quotations, and inspect installation.

1.2 Department of Financial and Administrative Services - Responsible for all purchases of printing and duplicating services; photocopying equipment; and household removal and relocation expenses. See [Travel – Relocation and Removal](#) Policy for the latter.

1.3 Information Technology Services – Responsible for all core administrative systems hardware and software (i.e., Banner), telecommunications and email services. Certain information technology projects require approval in accordance with the policy on [Information Technology Project Approval](#).

1.4 Human Resources – Responsible for all personnel actions of hiring, recruiting, and Human Resource management for the University, including group insurance plans, pension plans, long term disability, worker's compensation, immigration and health benefit plans, and staff training programs.

1.5 Technical Services - Responsible for repair, maintenance and installation of laboratory, research, and teaching equipment, including: repair and maintenance of computers; repair, maintenance and installation of computer peripheral and data communications equipment; repair, maintenance and installation of biomedical, radiological and medical laboratory equipment; and construction and fabrication of laboratory, research and teaching equipment.

1.6 Centre for Innovation in Teaching and Learning (CITL) – Responsible for the design and installation of multimedia equipment for classrooms and learning spaces. All purchases related to and including projectors, control systems, lecture capture systems and other audiovisual (AV) equipment require consultation/approval from CITL to ensure the standard and quality of the design enhances teaching and learning environments at the University.

1.7 Facilities and Technical Services Marine Institute - Responsible for technical, construction and facility functions at the Marine Institute and its campuses including managing and maintaining the Institute's buildings, providing transportation, mail, receiving and printing services, purchase of office systems and overseeing new construction.

1.8 Information and Communication Technologies Marine Institute (ICT) – Responsible for direction and strategic planning for the Marine Institute on information and computer standards, resources and management. ICT oversees Telephony and Voice Services, Data Networking (Local Area and Wireless) and Network Services (Electronic Mail). All purchases related to these services at Marine Institute require consultation/approval from ICT.

2.0 DECENTRALIZED PURCHASING AUTHORITY

Units are responsible for issuing their own purchase orders, obtaining their own quotations, tenders, and prices, as well as arranging with the Department of Financial and Administrative Services for financing of such purchases (i.e., lease vs. purchase, discount prepayments, etc.), where such purchases have not been centralized within one unit. This decentralization is permitted provided Units comply with the Purchasing policy and standard purchasing procedures.

3.0 APPROVAL GUIDELINES

3.1 Operating and Capital Budget Accounts. Authority to purchase on an operating budget account is vested with the Dean or Director, or Associate Vice President as applicable, and the decision to delegate is at their discretion. While the delegation of this authority, which must be in writing, transfers responsibility for performing the task, ultimate accountability for these actions cannot be transferred. The responsibilities associated with this authority are significant and include, but are not limited to, ensuring that; all expenditures are valid, in compliance with the policies of the University, and sufficient funds are available to cover the expenditures. See [Specimen Signature Form](#) and [Approval Delegation Form](#).

3.2 Research and Special Purpose Accounts. Authority to purchase on a research or special purpose account is vested with the grantee, and the decision to delegate authority is at the sole discretion of the grantee (primary signing authority), subject to compliance with the terms of any granting or funding agency with respect to such funds. The responsibilities associated with this authority are significant and include, but are not limited to: declaring that, to the best of their knowledge, all transactions represent legitimate expenditures for the research project(s), that these expenditures are in compliance with the policies of the University and the applicable granting agencies, and that sufficient funds are available to cover the expenditures. See [Specimen Signature Form](#) and [Approval Delegation Form](#).

3.3 Trust Accounts. Authority to purchase from a trust account is as described in the [Trust Funds policy](#). Standard University purchasing policy and procedures still apply. See [Specimen Signature Form](#) and [Approval Delegation Form](#).

3.4 Authorizing the Reimbursement of Expenditures to Oneself Is Not Permitted. Someone with signing authority on the account or the person's supervisor must approve the reimbursement. This is a basic rule of reimbursement and applies to **ALL** purchases, including travel claims.

4.0 SIGNING AUTHORITY ON RESEARCH ACCOUNTS

4.1 Two signatures are required on research accounts for internal control purposes. Primary signing authority rests with the grantee, who may authorize additional primary signing authorities and secondary signing authority which rests with the unit administrator assigned responsibility for purchasing.

4.2 While the University recognizes that the grantee is ultimately responsible for all expenditures on his/her grant funds, the granting agencies and the University require the grant to be administered in compliance with all the University's policies and procedures, as well as any restrictions established by the granting agency.

In order to meet this requirement, grant accounts must contain administrative signatures, designated by the applicable Dean or Director or Associate Vice President as applicable. These signatures are considered a **SECONDARY** authority, which is intended to ensure compliance with the University purchasing policy, certification of sufficiency of funds and confirmation of the primary signing authority (the grantee). The signatures also provide appropriate segregation of duties to ensure strong internal controls are maintained in the accounting system. **SECONDARY** signing authorities are **NOT PERMITTED TO INITIATE** any expenditure against the grant account, unless specified in writing by the **GRANTEE**.

4.3 It is recommended that, where practical, the grantee delegate **PRIMARY** signing authority to an assistant/associate involved in a research project. This would avoid interruption of the research project in the event that the grantee is unavailable and routine research-related materials are required to be procured. If desired, the grantee may establish internal restrictions or maximum amounts which the delegated primary signing authority may initiate. Samples of the signing authority documentation forms, which delegate authority to the appropriate primary and secondary signing authorities, as well as requesting required specimen signature forms, are in [Specimen Signatures for Administration Approval on Research Grant Funds](#). These forms must be returned to the Research Accounting Office, Department of Financial and Administrative Services in order to establish an account.

4.4 For assistance in identifying the appropriate secondary signing authority, contact the Unit Head or financial administrator within your Academic unit to verify the individual to whom the responsibility has been delegated.