

## Procurement Procedure and Signing Authority

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**Effective Date:** February 29, 2024

**Approved By:**  
Office of the Vice President,  
Administrative Services

**Date of Approval:** February 29, 2024

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February 29, 2024

### 1. Purpose

The purpose of this Procurement Procedure is to:

- 1.1. Provide guidance and assistance with the application of the [Sheridan Procurement Policy](#);
- 1.2. Provide guidance and assistance with respect to the Procurement process;
- 1.3. Ensure that Sheridan complies with the [Broader Public Sector Procurement Directive](#), the [Canadian Free Trade Agreement \(CFTA\)](#), the [Comprehensive Economic and Trade Agreement \(CETA\)](#), the [Sheridan Conflict of Interest Policy](#), and all other applicable local, provincial, and federal laws, and internal policies.

### 2. Scope

- 2.1. This Procedure shall apply to all acquisitions unless an exemption has been noted in this Procedure and shall work in conjunction with the Procurement Policy.
- 2.2. All Sheridan employees shall abide by this Procedure and its associated Policies. This Procedure does not prevail over legislation or a collective agreement.

### 3. Definitions

- 3.1. **“Approval Authority Schedule (“AAS)”** Means the college schedule that establishes levels of signing authority for Budget Managers, the President and the College’s Board of Governors.
- 3.2. **“The Broader Public Sector Procurement Directive (BPSD)”** means the Procurement rules in the purchase of Goods and Services using public funds by broader public sector organizations. This Directive applies to all designated broader public sector organizations including Sheridan College.
- 3.3. **“Budget Manager/Approver”** means the College administrator who is responsible for a departmental budget and the approval of procurements within the levels in the College’s AAS.

- 3.4. **“Canadian Free Trade Agreement (CFTA)”** commits federal, provincial and territorial governments to a comprehensive set of rules that will help achieve a modern and competitive economic union for all Canadians. The CFTA enhances the flow of Goods and Services, investment and labour mobility, eliminates technical barriers to trade, greatly expands procurement coverage, and promotes regulatory cooperation within Canada.
- 3.5. **“Canada-European Union Comprehensive Economic and Trade Agreement (CETA)”**  
The Canada-European Union Comprehensive Economic and Trade Agreement (CETA) is a progressive free trade agreement which covers virtually all sectors and aspects of Canada-EU trade to eliminate or reduce barriers.
- 3.6. **“Capital Assets”** are property, plant and equipment costing before tax \$4,835.12 or more and with a useful life extending beyond one year. Installation, delivery charges and recycle fee should be included in the asset cost. Warranty and service agreements are NOT part of the asset cost and should be expensed.
- Examples of capital assets are cost of constructing buildings, furniture, computer equipment, photocopier, instructional equipment, equipment, and vehicles. Software is not considered an asset even if it is an outright purchase.
  - Installation and delivery charges should be part of the asset cost.
- 3.7. **“Conflict of Interest”** refers to the definitions and conduct in Sheridan’s Conflict of Interest Policy.
- 3.8. **“Consultant”** means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision making.
- 3.9. **“Consulting Services”** means the provision of expertise or strategic advice that is presented for consideration and decision-making. These services do not include professional services.
- 3.10. **“Contract”** means any written document or legal instrument that has the purpose to enter Sheridan into a legally binding agreement, contract, and/or relationship with an external party which creates obligations to and/or from Sheridan, with a third party.
- 3.11. **“Employee”** means a person under the employ of Sheridan either: (a) On a full- time, ongoing basis either under the terms of the Academic Employees Collective Agreement, the Support Staff Collective Agreement, or the Terms and Conditions for Administrative Employees; and/or (b) On a less than full-time and/or temporary basis under the terms of an employment agreement. For clarity, a Researcher is a type of Employee.
- 3.12. **“Goods and Services”** means any item, construction and activity that is provided or performed by other people or companies.
- 3.13. **“Limited Tendering”** means a procurement method whereby Sheridan contacts a vendor or vendors of its choice without having to run a procurement process. The rationale for how Sheridan will perform Limited Tendering is outlined in CETA and CFTA.
- 3.14. **“Non-Application”** means more than one supplier or distributor for a product that exists in the market, however only one of those suppliers or distributors can meet specific requirements as outlined in this document in Section 8 Non-Application - Limited Tendering (NALT) Process

- 3.15. **“Procurement Card”** means a commercial credit card issued to full-time employees to purchase low-value goods on behalf of Sheridan College. Sheridan College owns the Procurement Card.
- 3.16. **“Procurement Services”** means the department responsible for administering the Procurement Policy and the Procurement Procedures.
- 3.17. **“Professional Services”** means solution or resource that individuals or companies provide to customers to help them manage or improve a specific area of their businesses.
- 3.18. **“Purchase Order (PO)”** means an official Sheridan document, generated by Procurement Services outlining details to a seller, indicating types, quantities, and agreed prices for Goods and/or Services.
- 3.19. **RFx means:**
- a) **“Request for Quotation (RFQ)”** means a request by Sheridan seeking submissions from potential Vendors to obtain goods and/or services with a value typically not to exceed \$121,200, excluding taxes, whenever requirements can be precisely defined and the expectation is that the lowest bid meeting the requirements specified in the Request for Quotation, would be accepted, subject to any other provisions of the contract documents.
  - b) **“Request for Proposal (RFP)”** means a request by Sheridan seeking submissions from potential Vendors to obtain goods and/or services where all or part of the requirements cannot be precisely defined and the expectation is that the proposal offered by the highest ranked proponent resulting from an evaluation and meeting the requirement specified in the Request for Proposal, would be accepted, subject to any other provisions in the contract documents.
  - c) **“Request for Supplier Qualification (RFSQ)”** means a document used to gather information on supplier capabilities and qualifications with the intention of creating a list of pre-qualified suppliers.
- 3.20. **“Requestor”** means a Sheridan Employee that is leading the request for goods and or services.
- 3.21. **“Software”** is a generic term used to refer to applications, scripts and programs that run on a computing device.
- 3.22. **“Supplier”** means a person or group of persons such as a supplier, contractor, and service organization, which provides or could provide goods or services.
- 3.23. **“Sustainable Procurement”** means when organizations are conscious of the weight of their purchase decisions and implement informed policies and systemic change. Institutions tackle social, economic, and environmental issues in efforts to minimize their environmental impact, increase equity and create opportunities for local communities while still maximizing the value of their purchases and meeting the needs of the organization.

- 3.24. **“Sustainability”** means meeting the needs of the present without compromising the ability of future generations to meet their own needs. Sustainable practice requires finding a balance between economic, social, and environmental priorities.
- 3.25. **“Vendor of Record (VOR)”** means a procurement arrangement, typically established through an initial RFSQ, that authorizes one or more qualified vendors to provide goods/services to institutions for a defined period on terms and conditions, including pricing, as set out in the VOR master agreement.
- 3.26. **“Vendor”** means an individual or organization offering goods and/or services including, but not limited, to contractors, consultants, and service organizations.

#### 4. Segregation of Duties

To ensure the effectiveness of Sheridan’s internal controls, there shall be segregation of duties preventing any one individual from controlling the entire procurement process. Sheridan will segregate at least two of the five functional procurement roles: Requisition, Budgeting, Commitment, Receipt and Payment. Responsibilities for these roles must lie with different departments or, at a minimum, with different individuals.

Activity	Accountable Party
Requisition	Faculty or department
Budgeting	Budget holder
Commitment	Procurement department
Receipt	Receiving department
Payment	Accounts Payable department

#### 5. Sheridan Procurement Cards and Expense Claims

- 5.1. All efforts should be made to eliminate the use of cash when making small purchases.
- 5.2. If an individual wants to have a corporate Pcard, they are required to fill out a Procurement Card Request and Agreement Form and have it signed by their manager. Reconciliation of Pcard spend is required monthly by the card holder.
- 5.3. A Sheridan Procurement Card may be used to purchase items under \$5,000 CDN inclusive of taxes in accordance with the [Procurement Card Request and Agreement Form](#).
- 5.4. Approving Manager authorization is required to increase Procurement Card limits.
- 5.5. When not using a Pcard for small purchases and a reimbursement of a College purchase is required, an expense claim may be completed as per the Sheridan [Expenses Policy](#).
- 5.6. Approving Manager and Procurement approval is required when purchasing gift cards for students. Gift cards for employees are a taxable benefit and prohibited per Sheridan’s Expense Policy.

#### 6. The Procurement Bid Thresholds and Signing Authority

These schedules may be amended from time to time to conform to government public accountability directives.

##### 6.1. Bid Thresholds

- Bid Thresholds for the following are outlined in [Schedule A – Bid Thresholds](#):
- Consulting Services

- Non-Consulting Services
- 2nd Stage Vendors of Record (VOR)

#### 6.2. Signing Authority - Contracts (Excluding Applied Research)

- The Signing Authority Schedule in [Schedule B – Table 1](#) must be consulted to ensure that the appropriate position(s) sign any resulting documentation.
- The positions of Dean/Director (or equivalent) and above are the only positions that have the authority to bind Sheridan in a contract or any document that is signed between Sheridan and a third party.
- The value of the contract for the thresholds outlined must consider the total value of the contract.
  - For example, a 3-year contract valued at \$25,000 per year would have a total contract value of \$75,000 and would require signatures for the \$75,000 value.

#### 6.3 Approvals for Contracts for Applied Research and Creative Activities

- Funded Applied Research Agreements and/or Creative Activities must be approved and signed by the Dean, Applied Research and Innovation, Provost and Vice President Academic or the President.
- Unfunded Applied Research Agreements and/or Creative Activities must be approved by Dean's Council and signed by the applicable Dean, Provost and Vice President Academic or the President.
- If an Applied Research Agreement is for more than five years and/or greater than \$1 million in any one year, the contract must also be signed by the President.

Prior to executing any such agreements, the procedures outlined in the [Research Integrity Policy](#) must be followed.

#### 6.4 Approval Authority for Requisitions and Invoices

- The Requisitions and Invoices Signing Approval Table in [Schedule B - Table 2](#) must be consulted to ensure that the appropriate position(s) approve the requisition and/or invoice.
- Requisition approval is done through an automated approval table in PeopleSoft.
- Invoice approval is done via manual signing based on the Requisitions and Invoices Signing Approval Table in [Schedule B - Table 2](#).

### 7. When No PO is Required

The Goods and Services listed below do not require a Purchase Requisition (PR) or Purchase Order (PO) and invoices may be forwarded directly to Accounts Payable for payment based on Signing Authority Approval table:

- Art (paintings, original works)
- Support Allowance payments under Ministry contracts
- Banking fees
- Conference and seminar fees
- Copyrighted materials if only one source or purchased from copyright holder
- Corporate training
- Outbound courier and freight
- Course registration
- Customs brokerage fees

- Donations
- Honorariums
- Insurance premiums
- Interest payments
- International Recruiters Commission Payments
- Internal purchases (transactions between departments)
- Investment/Financial Services
- Leasehold/rental payments
- Legal services fees
- Membership and association fees
- Petty cash items (less than \$100)
- Postage
- Purchases between Government agencies
- Real Estate fees
- Refunds
- Remittance (Payroll related)
- Sponsorship fees
- Periodical subscription fees
- Taxes
- Travel related fees (see [Expense Procedures and Guidelines](#) for details)
- Utilities

## 8. Non-Application - Limited Tendering (NALT) Process

- 8.1. To ensure compliance with Sheridan College's Policies and Procedures as well as Provincial/Federal laws and regulations, all acquisitions must be competitively bid.
- 8.2. It is recognized that in exceptional circumstances, only one supplier may be able to, or be capable of, providing the goods or services required. In these circumstances:
  - **Non-Application** rationale is exempt from a procurement process.
    - A list of Non-Application Rationale is outlined in the [Non-Application – Limited Tendering Certification](#).
    - A signoff of the Non-Application – Limited Tendering Certification is required by the requisitioner and Director Procurement Services only for Non-Application exemptions.
  - **Limited Tendering** rationale needs to be documented using a NALT Certification.
    - This form is to be appropriately signed according to [Schedule B – Table 3](#).
    - It is then sent to Procurement Services to be validated and fully executed.
    - Upon completion of all signatures this document must be uploaded in the requisition in PeopleSoft prior to sending for approval.

## 9. Receiving of Purchase Orders

- 9.1 All quantity-based Goods and Services purchased through Purchase Orders are required to be received in the system with the appropriate documentation. An email is sent to [receiver@sheridancollege.ca](mailto:receiver@sheridancollege.ca) by the requestor with information on what needs to be received on the purchase orders. This email will be considered the requester confirmation.

9.2 The purpose of Sheridan College's Receiving Procedure is to:

- a. Centralize the receiving function to provide an efficient method of receiving for procurements with an approach that maintains acceptable levels of control and accountability.
- b. Establish a receiving structure in PeopleSoft that considers all other functions related to the Procurement to pay transactions.
- c. Establish an accountability framework that assigns clear responsibilities regarding the Receiving process.

## **10. Developing the Bid Document**

10.1 The Requestor is responsible to provide the objectives of the procurement, the status related to the procurement and detailed specifications of the Goods and/or Services required. This is captured through the Procurement Planning Questionnaire. The questionnaire is filled out and emailed to Procurement to assign a resource to the project. Procurement will assist the Requestor in any capacity that may be appropriate.

10.2 Sheridan shall follow any code of ethics within the Broader Public Sector Procurement Directive with the following area to focus:

- I. Personal Integrity and Professionalism
- II. Accountability and Transparency
- III. Compliance and Continuous Improvement

10.3 Centralization and Building Ontario Businesses Initiative (BOBI)

The BPS Procurement Directive (Directive) supports a modern procurement and supply chain system and provides direction to enable the *Building Ontario Businesses Initiative (BOBI)*.

There are two main sections in this appendix:

- Section A – Interim Measures – rules to support supply chain modernization and
- Section B – rules to leverage Ontario's purchasing power to support economic growth (BOBI)

This is all detailed in [BPS Procurement Directives](#) updated January 1, 2024.

## **11 Sustainable Procurement**

Sustainable Procurement is a key principle in Sheridan's Procurement Policy. The details below express Sheridan's commitment to strengthening sustainable practices across the institution, and supporting a culture defined by informed and responsible decision making which balances ethical, social, Indigenous, and environmental priorities. Procurement at Sheridan will meet this commitment by:

11.1 Sustainability Evaluation Criteria

Sheridan will integrate sustainability criteria through language in RFP documents, and in its procurement process. When applicable the following evaluation criteria for suppliers will inform decision makers: life cycle costing, waste management, reparability, use of local labour and materials, and other related criteria. These criteria can apply to any

procurement and factor in the final scoring for the decision making for purchases along with functional requirements.

## 11.2 Training and Communication

Sheridan will encourage and provide support for user departments to integrate sustainability in their decision-making process for purchases under \$121,200. Procurement, with support of the Sustainability Office will provide education and training for user departments to build a culture of sustainable procurement at the College.

## 11.3 Supplier Engagement and Performance Management

Sheridan will communicate the organization's sustainability values to prospective and current suppliers. Sustainability will be included in Vendor Performance Management and reviewed along with other Key Performance Indicators. Sheridan will conduct supplier research and include informational questions about supplier's sustainability goals at vendor intake.

## 11.4 Supplier Diversity

Sheridan aims to use sustainable procurement to provide opportunities to address economic disadvantage by promoting equal opportunity and inclusion and removing barriers to those goals experienced by equity seeking communities and others who disproportionately experience unemployment and underemployment, discrimination. Sheridan will participate in collaboration across the sector to reduce barriers for suppliers and participate in diverse supplier networks.

## 11.5 Leadership and Collaboration

When possible, Sheridan's Procurement department will work along city governments, social foundations, social enterprises, and groups deserving social equity to raise awareness on Sustainable Procurement. This includes creating events that benefits the community and promote relationship-building.

# 12 General Procurement

## 12.1 Standardization

Where products have been standardized on campus, the standard should be purchased, and any exceptions require authorization on the purchase requisition by Procurement.

## 12.2 Fiscal Year End

Sheridan shall coordinate year-end cut-off dates to facilitate the availability of Goods and Services and ensure proper handling of fiscal responsibilities. Goods and Services received in one fiscal year must be charged to the same fiscal year.

## 12.3 Customs Clearance Procedure - Purchasing Goods Outside of Canada

- a) To assist with the timely clearing and delivery of the shipment to Sheridan College, copy and paste the following instructions for the Supplier in the comments section of the requisition:

For Customs Clearance by Thompson Ahern

Phone: 905-677-3471 | Fax: 905-677-3464 | windsoroffice@taco.ca

\*Shipping documents must include the Sheridan PO number and Sheridan contact name

\*Provide the NAFTA Certificate of Origin with shipment, if applicable



- b) Procurement will contact requesters to obtain information required to clear the purchase with the customs broker.

#### 12.4 Life Cycle Costing

Sheridan is committed to considering life cycle costs in the evaluation of bids for Goods and Services. This type of evaluation takes into consideration the total cost of performing the intended function over the lifetime of the task or piece of equipment. Such considerations could include initial cost, frequency of repair, downtime cost, skilled labour requirements, material waste, cost of consumables, where applicable, maintenance & repair contracts, energy use, length of useful life and salvage value/disposal costs.

#### 12.5 Document Retention

Procurement Services shall retain copies of all Documents, quotes, proposals, tenders, bid requests and related documents. Documents shall be retained for the length of time stated in the Records Retention schedule.

#### 12.6 Contract Management

Procurements and the resulting contracts must be managed responsibly and effectively.

Payments must be made in accordance with provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

To manage disputes with suppliers throughout the life of the contract, Organizations should include a dispute resolution process in their contracts.

For services, organizations must:

- a) Establish clear terms of reference for the assignment. The terms should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- b) Establish expense claim and reimbursement rules compliant with the Broader Public Sector Expenses Directive<sup>1</sup> and ensure all expenses are claimed and reimbursed in accordance with these rules.
- c) Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

#### 12.7 Safety

Vendors shall comply with, and ensure their sub-contractors comply with, all applicable laws and by-laws including without limitation, the *Workplace Safety Insurance Act (WSIB)*, the *Occupational Health and Safety Act*, and the *Human Rights Code*, as amended from time to time. Any breach(s) of any applicable laws or by-laws, whether by the vendor or any of its subcontractors, may result in the immediate termination of any Contract and forfeiture of all sums owing to the vendor. Vendors shall be held responsible for any sub-contractors.

- a) Where applicable, certain equipment may be required to be equipped with a three wire U-ground power cord.
- b) All electrical equipment must be Canadian Standards Association (CSA) and/or Hydro Electric Power Commission of Ontario (HEPCO) approved for institutional use and labelled accordingly.
- c) Vendors and/or contractors must comply with *Occupational Health and Safety Act* regulations. All employees and sub-contractors will have received health and safety training appropriate to their trade and will be able to provide proof.
- d) In accordance with the Workplace Hazardous Materials Information Systems (WHMIS) requirements, Vendors must submit current Material Safety Data Sheets for all "controlled" products.
- e) "Controlled" products must bear an appropriate WHMIS label on each container.

#### 12.8 Accessibility for Ontarians with Disabilities Act

As per Regulation 191/11 made under the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, all Vendors who will be providing Goods and Services, or facilities on Sheridan's behalf shall undertake AODA training as stipulated by Sheridan.

#### 12.9 Employee vs Contractor

Procurement will assist Human Resources with respect to determining if a proposed Vendor is an Employee or a Vendor. The determination will be made using the Establishing Employer/Employee Contract for Services Procedure and Request for Services Documents

#### 12.10 Reporting

Sheridan is legislatively required to post publicly all non-competitive procurement over the total value of \$100,000 on its website for a reasonable period of time and report to the governing bodies annually, when requested.

#### 12.11 Governance

All employees with purchasing authority shall have sufficient knowledge of Sheridan's procurement procedures to enable them to understand the relationship between themselves and Sheridan, and the legal consequence of the acts that the employee performs in Sheridan's name.

Sheridan employees who are delegated Purchasing authority represent Sheridan in buying transactions and are governed by these procedures, the Procurement Policy and applicable law.

#### 12.12 Freedom of Information

- a) All submissions submitted to Sheridan become the property of Sheridan and as such are subject to the provisions of the Freedom of Information and Protection of Privacy Act regarding information which may be provided in confidence. Bidders must clearly state, in their bids, if disclosure of any portion of the bid would cause harm to the company.
- b) Any information submitted by any vendor that is to be considered confidential must be clearly marked as such.

## 12.13 Disposal of Assets

When possible, Sheridan shall use the GovDeals public website or similar public website, to ensure assets are disposed of in a fair and transparent manner while at the same time maximizing revenue for Sheridan.

## 13. Related Documents

- [Procurement Policy](#)
- [Broader Public Sector Procurement Directive \(BPDPD\) update January 1, 2024](#)
- [Broader Public Sector Expenses Directive](#)
- [Procurement Planning Questionnaire \(in development\)](#)
- [Establishing Employee or Contractor Relationship Procedure](#)
- [Establishing Employee or Contractor Relationship Checklist](#)
- [Execution of Documents Policy](#)
- [Scotiabank Procurement Card Support Guide](#)
- [Procurement Card Request and Agreement Form](#)
- [Expenses Policy](#)
- [Expense Procedure and Guidelines](#)
- [Conflict of Interest Policy](#)
- [Conflict of Interest Declaration Form](#)
- [Research Integrity Policy](#)
- [Sustainable Procurement Procedure \(in development\)](#)
- [Non-Application Limited Tendering Form \(NALT\) \(in development\)](#)

**Schedule A – Bid Thresholds** (All values listed below are excluding tax.)

**Table 1: Consulting Services**

Value	Procurement Process Required for <b><u>Consulting Services</u></b>
\$0 - \$121,199	<ul style="list-style-type: none"><li>• Solicit three (3) invitational competitive bids</li></ul>
\$121,200 and above	<ul style="list-style-type: none"><li>• Open, publicly advertised, competitive process</li></ul>

**Table 2: Non-Consulting Services**

Value	Procurement Process Required for <b><u>Non-Consulting Services</u></b>
< \$10,000	<ul style="list-style-type: none"><li>• Obtaining a single quote is accepted</li><li>• Under \$5,000 purchase card can be used</li><li>• Over \$5,000 a Purchase Order required*</li></ul>
\$10,000 to \$24,999	<ul style="list-style-type: none"><li>• Solicit a minimum of two (2) invitational competitive quotes</li><li>• Purchase order required*</li></ul>
\$25,000 to \$121,199	<ul style="list-style-type: none"><li>• Solicit a minimum of three (3) invitational competitive quotes</li><li>• Purchase order required*</li></ul>
\$121,200 and above	<ul style="list-style-type: none"><li>• Open, publicly advertised, competitive process</li></ul>

**Table 3: Vendor of Record (VOR) Second Stage**

Value	Procurement Process Required for a <b><u>Non-Defined 2<sup>nd</sup> Stage in a VOR</u></b>
< \$74,999	<ul style="list-style-type: none"><li>• Obtaining a single quote from the approved VOR list</li></ul>
\$75,000 to \$499,999	<ul style="list-style-type: none"><li>• Obtain a minimum of three (3) quotes from the approved VOR list or all approved VOR vendors</li></ul>
\$500,000 to \$2,999,999	<ul style="list-style-type: none"><li>• Obtain a minimum of five (5) quotes from the approved VOR list or all approved VOR vendors</li></ul>
\$3,000,000 and above	<ul style="list-style-type: none"><li>• Run an independent RFP*</li></ul>

\* If there will be no benefit to Sheridan in running an independent RFP (i.e., there are no other suppliers outside the VOR prequalified list) then the decision can be made to use the VOR using the \$500,000 to \$2,999,999 bid threshold.

**Schedule B – Signing Authority Tables** (All values listed below are excluding tax.)

**Table 1: Contract Signing Authority Schedule (Excluding Applied Research)**

<b>Total Contract Value</b>	<b>Contract Signing Authority</b>
\$0 to \$25,000	<b>ONE OF:</b> Director, Dean, equivalents or higher, <b>AND</b> Director Procurement Services
\$25,001 to \$100,000	<b>ONE OF:</b> Associate Vice President, Vice Provost, equivalents or higher <b>AND:</b> Director Procurement Services
\$100,001 to \$1,000,000	<b>ONE OF:</b> Vice President Faculty/Department <b>AND:</b> Director Procurement Services
>\$1,000,001 to \$5,000,000	<b>BOTH:</b> President <b>AND ONE OF:</b> Vice President Administrative Services <b>OR</b> Chief Financial Officer
\$5,000,001 and above	<b>ONE OF:</b> President <b>OR</b> Vice President Administrative Services <b>OR</b> Chief Financial Officer <b>AND ONE OF:</b> Board Chair <b>OR</b> Vice Chair

**Table 2: Requisition and Invoice Signing Authority Table**

<b>Value of Requisition/ Invoice</b>	<b>Approval Authority</b>
\$0 to 25,000	<b>ONE OF:</b> Manager, Associate Director, Associate Dean or higher
\$25,001 to \$100,000	<b>ONE OF:</b> Dean, Director, Associate Vice President, Vice Provost, equivalents or higher
\$100,001 to \$1,000,000	<b>AND:</b> Vice President Faculty/Department
\$1,000,001 to \$5,000,000	<b>ONE OF:</b> President, Vice President Administrative Services or Chief Financial Officer
\$5,000,000 +	<b>AND:</b> President

**Table 3: Non-Application and Limited Tendering Signing Authority Table**

<b>Value of Limited Tendering Initiative</b>	<b>Approval Authority</b>
All Values	Requestor
Up to \$50,000	<b>ADD:</b> Director, Dean
> \$50,001 to \$100,000	<b>ADD:</b> AVP Business Services <b>AND</b> VP/AVP Department/Faculty, Vice Provost
> \$100,001 to \$1,000,000	<b>ADD:</b> Vice President Administrative Services <b>OR</b> Chief Financial Officer
> \$1,000,001 & Consulting Service (all values)	<b>ADD:</b> President

\*\*The Director Procurement Services will sign all values of Non-Application and Limited Tendering Forms.