

Policy & Procedure Manual

DELEGATION OF AUTHORITY – FD-VIII-5

POLICY:

All procurement of goods and non-consulting services approvals will be within the authorized limits as defined by the attached appendix.

All non-competitive procurement of goods and all consulting services must be approved by the Executive Director or the Board of Directors

PURPOSE:

This process is required to ensure proper authorizations have been received prior to purchasing goods and/or services.

PROCEDURE:

1. All expenditures must be approved within the signing limits of Appendix A.
2. All approvals for expenditures will be for amounts and for purposes within the approved budgets only and any expenditure outside of approved budgets must be approved by the Executive Director
3. All re-allocation of funding between programs over \$100,000 in the fiscal year must be approved by the Board of Directors.
4. The Executive Director can further delegate authority to any or all of the other Directors, as required.
5. All expenses of the Executive Director will be summarized and reviewed by the Board of Directors on a quarterly basis.

RECOMMENDED BY: Director, Finance and Administration

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Services (all)

ORIGINAL POLICY DATE: May 1994

AUTHORIZED BY: Executive Director

SIGNATURE:



OPTIONS NORTHWEST
POLICIES AND PROCEDURES
FINANCE DEPARTMENT

DELEGATION OF AUTHORITY

DECEMBER 2022

LIMIT

> \$100,001	BOARD OF DIRECTORS
UP TO \$100,000	EXECUTIVE DIRECTOR
UP TO \$25,000	DIRECTOR, HUMAN RESOURCES DIRECTOR, FINANCE DIRECTOR, CLINICAL SERVICES DIRECTOR, SUPPORTIVE LIVING SERVICES
UP TO \$10,000	MANAGER, HUMAN RESOURCES MANAGER, SUPPORTIVE LIVING SERVICES
UP TO \$2,500	SUPERVISOR, SUPPORTIVE LIVING SERVICES

** NOTE THAT ALL APPROVALS FOR PURCHASES ARE LIMITED TO THE COST CENTRES AND DOLLAR FIGURES IDENTIFIED BY AN INDIVIDUAL DIRECTOR/MANAGER/SUPERVISOR'S APPROVED BUDGET LINES.

** APPROVAL FOR PURCHASES WHEN THE AUTHORIZING PERSON IS NOT AVAILABLE IS WITHIN THE INTERNAL REPORTING SYSTEM (DIRECTOR LEVEL).