

FINANCE	SIGNING AUTHORITIES				
ON-LINE REQUISITION, VOUCHER OR DOCUMENT	LIMIT OR RESTRICTION				
	PRESIDENT	VICE-PRESIDENT	EXEC. ASSISTANT TO VICE-PRESIDENT, DEAN/DIRECTOR	MANAGER/ CHAIR	DEPARTMENT PERSONNEL
<b>FINANCIAL</b> 1. On-line Requisition or A/P Voucher for Equipment, Supplies and/or Services	No Limit Within Budget	No Limit Within Budget	\$25,000	\$25,000	-
2. On-line Requisition for Stationery/Supplies from Central Stores	Within Budget	Within Budget	\$25,000	\$25,000	-
3. Contracts (refer to Guideline 6.5 for additional information )	Within Budget	Within Budget	\$25,000 with college standard contract	-	-
4. Petty Cash Voucher	\$50	\$50	\$50	\$50	-
<b>TRAVEL</b> 5. Authority to Travel	No Limit	No Limit Within Budget	No Limit Within Budget	No Limit Within Budget	-
6. Travel Funds Advance	No Limit	Estimated Claim Up to \$5,000	Estimated Claim Up to \$2,000	Estimated Claim Up to \$1,000	Excl. Admin Staff Corp. Credit Card
7. Travel Expense Claim	No Limit	\$5,000	\$2,000	\$1,000	-
<b>PERSONNEL</b> 8. Hiring of Full Time Staff	Request to fill vacancy: Immediate Supervisor, plus next level, plus Area Vice-President,				
9. Salary Increment (Academic & Administrative)	Immediate Admin Supervisor plus next level (one-on-one signature)				
10. Overtime Submission	No Limit	No Limit Within Budget	No Limit Within Budget	No Limit Within Budget	No Limit Within Budget
11. Authorization of Sessional and/or Part-time Employees	SESSIONAL - Responsible Budget Holder and Human Resources - beyond 10 months PART-TIME - Responsible Budget Holder				
12. Electronic Time Sheets	Immediate Admin Supervisor/Designated Dept. Personnel				
<b>LEAVE</b> 13. Monthly Leave Report	Immediate Admin Supervisor				
14. Bereavement Leave	Immediate Admin Supervisor - 3 days plus 2 additional days upon consultation with Human Resources				
15. Special Leave with Pay	Immediate Admin Supervisor - Up to 5 days				
16. Leave Without Pay	1 Year	2 Months	1 Month	10 Days	-
17. Sick Leave (Medical Certificate may be requested when absence extends beyond three consecutive working days)	Immediate Admin Supervisor				
18. Maternity or Adoption Leave	Immediate Admin Supervisor				
19. Sabbatical Leave	Within Contractual Limitations	-	-	-	-
20. Vacation Carryover	Up to Contractual Limitations	Up to Contractual Limitations	-	-	-
NOTE: A DASH INDICATES - NO SIGNING AUTHORITY					