



Budget Spending
Authorization/Delegation

Budgetary Spending is given to:

Name _____ Sample signature _____

Department _____ Position _____

Employee # _____

for the following cost centres (CC) or account codes:

Fund _____ Organization (Department) – include roll-up Fund and Org if applicable

Blank lines for entering fund and organization information.

Spending authority granted by (immediate supervisor):

Name _____ Signature _____

Position _____ Date _____

As Per Position Stated Above, Level of Authority Granted for the following areas. If amounts different than the standard are required, please contact the AVP Finance or Director Finance.

Table with 6 columns: CIRCLE ONE ->, AVP/Dean/Director, Assoc / Asst Dean & Dir, Manager, Extension Coordinator / Chair, Research Grant Holder. Rows include Petty Cash Requisitions, Honoraria Requisitions, Operating Budget, Travel, Instructional Staffing, and Professional Service Agreements (PSA).

Notes:

- 1. It is understood that Deans, Directors, Associate Vice-Presidents, Vice-Presidents and the President have authority to expend funds within their appropriate budget allocations.
2. All capital requests must be routed through the office of the VP, Administration & Finance to Purchasing.
3. Travel outside BC but within Canada must be approved by the appropriate Dean/Director. International travel (outside Canada) must be approved by the appropriate Vice-President prior to travel.
4. Authorized Sessional Contracts should be forwarded to Human Resources for approval.
5. Professional Service Agreements (PSA) should be forwarded directly to appropriate AVP or VP for approval and processing.

GUIDELINES FOR BUDGETARY AUTHORIZATION

Arm's Length Expenditures

Individuals must not approve their own expenditures. Approvals must flow upward to the individual's immediate supervisor.

Granting Authority

Budget Spending authorization is granted to staff in writing by their immediate supervisor in accordance with guidelines for the minimum level of authority required.

Acting Capacity for Senior Administrative Positions

(Vice-Presidents, Associate Vice-Presidents, Deans, Associate & Assistant Deans, Directors, Associate Directors)

For financial approval purposes for absences, senior administrators (per positions noted above) may appoint individuals to serve in "acting" capacity for a specific term. Written notification authorizing individuals assigned "acting" responsibilities must be received by the Finance Division one week prior to the date additional responsibilities commence.

Acting capacity may not be assigned for positions below the senior administrative positions noted above. In the absence of appointing an individual to an acting role, financial responsibilities flow upward to the immediate supervisor.

Interdepartmental Invoices Authorization for Bookstore and Print Shop

Authorization for IDIs for Bookstore purchases and the Print Shop are controlled individually by each outlet. Please contact the manager of the area to determine authorization procedure.

Staffing Approval

Minimum Level of Authority

Instructional Contracts	Dean
PRR - Approved ongoing positions	Vice-President
PRR - Temporary replacements	Vice-President
PRR - Temporary staffing	Vice-President
PRR - New ongoing positions	Vice-President
PRR - Positions reporting to President	President

Notes:

1. For those staffing actions delegated to Vice-Presidents, the PRR is initiated under divisional procedures and forwarded to the respective Dean/Director for consideration and recommendation.
2. For base operations, the Dean/Director will forward the recommended PRR to the Budget Officer for verification. For contracts, cost recovery projects, grants and ancillary services, the Dean/Director will forward the recommended PRR to the Business Analyst for verification.
3. The verified PRR will be forwarded to the appropriate Vice-President for approval.
4. The approved PRR will then be forwarded to Human Resources for action.