



# THOMPSON RIVERS UNIVERSITY

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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.

<b>CIRCLE ONE →</b>	<b>AVP/Dean/Director</b>	<b>Assoc / Asst Dean &amp; Dir</b>	<b>Manager</b>	<b>Extension Coordinator / Chair</b>	<b>Research Grant Holder</b>
<b>Petty Cash Requisitions</b>	Unlimited up to budget	\$150	\$150	\$150	\$150
<b>Honoraria Requisitions</b>	Unlimited up to budget	\$500	\$100	\$100	\$100
<b>Operating Budget: - (note 2)</b> <ul style="list-style-type: none"> <li>• Interdepartmental Charges</li> <li>• Interdepartmental Supplies</li> <li>• Research Supplies</li> <li>• Cheque Requisitions</li>   <li>• Other Limit</li> <li>• (initial)</li> </ul>	Unlimited up to budget	\$10,000	\$5,000	\$1,000 or up to \$2,000 upon approval of supervisor	\$1,000
<b>Travel (note 3)</b> <ul style="list-style-type: none"> <li>• Within BC</li> </ul>	Unlimited up to budget	Yes	Yes	Yes	Yes
<ul style="list-style-type: none"> <li>• Within Canada</li> </ul>	Unlimited up to budget	No	No	No	No
<ul style="list-style-type: none"> <li>• International</li> </ul>	← Vice-President →				
<b>Staffing (note 4)</b>	Unlimited up to budget	No	No	No	No
<b>Professional Service Agreements (PSA) (note 5)</b> <u>REQUEST ONLY</u>	Unlimited up to budget	\$5,000	\$5,000	\$2,000	\$1,000

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 processing.
5. Professional Service Agreements (PSA) should be forwarded directly to appropriate AVP or VP for approval and processing.

Please forward the original form to the Finance Division

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# 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 IDs 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

Original contract (paper) – PTIC/Sessional Contracts

***AVP ⇒ HR Consultant ⇒ Dean/Director***

PRR – PTIC/Sessional Contracts

***AVP/Dean/Director ⇒ HR Consultant ⇒ Budget Officer/Client Services***

PRR - Approved ongoing positions

PRR - Temporary replacements

PRR - Temporary staffing

PRR - New ongoing position

***AVP/Dean/Director ⇒ HR Consultant ⇒ Budget Officer/Client Services ⇒ VP***

PRR - Positions reporting to President

***AVP/Dean/Director ⇒ HR Consultant ⇒ Budget Officer/Client Services ⇒ President***

## Notes:

1. The PRR is initiated under divisional procedures and forwarded to the respective Dean/Director for consideration and recommendation.
2. Once Dean/Director has reviewed PRR, it is forwarded to HR Consultant for verification of staffing appointment and Collective Agreement compliance.
3. For base operations, the PRR is forwarded to the Budget Officer for budget verification. For contracts, cost recovery projects, grants and ancillary services, the PRR is forwarded to the Client Service Financial Liaison Analyst for budget verification.
4. The verified PRR will be forwarded to the appropriate Vice-President for approval.
5. The approved PRR will then be forwarded to Human Resources for action.