

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> PROCEDURE ON SIGNING AUTHORITY IN SCHOOLS/ CENTRES AND CENTRAL OFFICE DEPARTMENTS	
<i>Source:</i> Audit Committee Director - Financial Services	<i>Adopted:</i> Received September 24, 2002 Resolution No. ETSB02-09-12 Effective July 1, 2002	<i>Reference Number:</i> P021-1

PREAMBLE

This procedure defines the maximum financial signing limits per purchase order/invoice authorized for each management level of the School Board.

These maximum limits apply to all orders of goods or services placed by the administrative unit. It is understood that the limits in the Purchasing Policy be respected when bids are required. It is also understood that invoice-splitting will not be accepted.

I. OPERATING FUNDS

(This section applies to all operating funds including school and centre local funds and self-financed activities. It excludes Building and Grounds and Capital Equipment funds)

Principals (Elementary & Secondary)	\$10,000
Vocational Education Assistant Centre Directors	\$10,000
Adult Education Centre Directors	\$10,000
Vocational Education Centre Directors	\$10,000
Department Managers	\$ 5,000
Department Coordinators/Assistant Directors	\$ 7,500
Department Directors	\$10,000
Director General	\$50,000
Council of Commissioners	In excess of \$50,000

Exclusions:

- Elementary Schools*
- Fundraising Drives
 - Playground
- Secondary Schools*
- Fundraising Drives
 - Class Trips
 - Graduation Activities
 - Professional Improvement Activities (Local Funds)

- Late Busses

II. CAPITAL EQUIPMENT

(This section applies to all capital equipment funds including school and centres local funds and self-financed activities.)

Principals (Elementary & Secondary)	\$10,000
Adult Education Centre Directors	\$10,000
Vocational Education Assistant Centre Directors	\$10,000
Vocational Education Centre Directors	\$25,000
Department Managers	\$ 5,000
Department Coordinators	\$ 7,500
Department Directors	\$10,000
Director General	\$50,000
Council of Commissioners	In excess of \$50,000

Exclusions:

Elementary Schools - Playground

Vocational Centres - Group Purchase Plans for new Equipment

III. BUILDINGS & GROUNDS

(This section applies to all Building & Grounds funds including school and centre local funds and self-financed activities.)

Repairs and Maintenance

Minor Repairs

Principals (Elementary & Secondary)	\$ 1,500
Adult Education Centre Directors	\$ 1,500
Vocational Education Centre Directors	\$ 1,500

Major Repairs

Managers – Building & Equipment	\$ 5,000
Coordinator of Building & Equipment	\$10,000
Director of Financial Services	\$25,000

Director General \$50,000

Council of Commissioners In excess of \$50,000

Exclusions:

*Emergency Repairs – Weekend repairs
Funds from Emergency Reserve Fund*

Housekeeping/Janitorial Supplies

Principals (Elementary & Secondary)	Up to budget limit
Adult Education Centre Directors	Up to budget limit
Vocational Centre Directors	Up to budget limit

IV. LONG-TERM CONTRACTS

(This section applies to all contracts that exceed one year paid by all funds including Board, school and centre local funds and self-financed activities.)

Limits on long-term contracts cannot exceed amounts identified in sections I, II or III depending on the type of goods or services purchased.

Financial Services must be advised of all long-term contracts signed by the school/centre/department.

Director General \$50,000

Council of Commissioners In excess of \$50,000