



Policy Manual – Finance

FP02 Purchasing Authority

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.

POLICY STATEMENT

The following staff have Purchasing authority for Board requisitions and purchase orders subject to the approved method of procurement as established by the Purchasing Policy:

Director of Education;
Associate Director of Corporate Services;
Superintendent of Education;
Superintendent of Human Resources;
Controller of Business Services (not to exceed \$25,000);
Senior Manager of Facility Services;
Chief Information Officer (not to exceed \$25,000);
Assistant Superintendent of Education (not to exceed \$10,000);
School Principal (not to exceed \$10,000);
Manager of Procurement (not to exceed \$10,000);
Manager – Library & Information Services (not to exceed \$10,000);
Area Manager - Custodial Services (custodial supplies not to exceed \$2,500); and,

Purpose

The purpose of this policy is to identify those positions/staff members having the authority to initiate and approve purchase transactions (subject to identified thresholds) of the Board.

Responsibility

Adherence to this policy shall be the responsibility of those with purchasing authority. In addition, upon receipt of the purchase requisition the purchasing department will review the history of the requisition to ensure that it has been released by a staff member whose position is identified in this policy. It is worth noting that the finance system of the Board has been set up with 'user rights' consistent with this policy.

Regulations – N.A.

Related Policies - F.P.01 – Purchasing Policy

Related Board Committee - Committee of the Whole

Policy Review Date

BM Original Policy Approved 21 December 1982

Revisions: 29 November 1988, 28 June 1994, 07 November 1995, 07 November 2000,
07 June 2005, 06 June 2006, 21 June 11, 04 June 2012, 01 March 2016, 27 August 2019,
02 April 2024

To be reviewed every five years