




Northlands College Policy Delegation of Authority

Policy Statement

Northlands College will maintain proper authorizations in all payments for employees and suppliers of goods and services.

Guidelines

1. The Regional Colleges Act, Article 18(2) states that “All payments made from funds of a college shall be made by cheque or other order signed by the treasurer of the college and by the chairman or any other member of the Board that may be designated by the Board or in any other manner that the Board may determine”.
2. The Board by way of motion 845-07-92A has determined that all cheques shall be signed by one official of the college and one board member, where;
 - 2.2 the official may be either the President & CEO or the Vice-President of Finance and Operations, and;
 - 2.3 the Board member may be either the Board chairperson or vice-chairperson.
3. The Board of Directors delegates authority to staff according to the attached appendices A & B for the purpose of monetary transactions on behalf of the College.

Policy Originated: February 1991	Approved by: Board of Directors
Last Approved: September 18, 2020	Signature: 



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Appendix A – Delegation of Authority (Policy #203) General Purchasing

	Per Transaction Maximum	Per Item Maximum
In-scope Employees		
Campus Managers	\$ 5,000	\$ 1,800
Marketing Coordinator	\$ 5,000	\$ 1,800
Program Coordinators	\$ 5,000	\$ 1,800
Registrar	\$ 5,000	\$ 1,800
Student & Campus Services Coordinator	\$ 5,000	\$ 1,800
Student Services Coordinator	\$ 5,000	\$ 1,800
Out of Scope Employees		
President & CEO	unlimited	unlimited
VP Finance and Operations	unlimited	unlimited
Vice Presidents	\$ 5,000	\$ 1,800
Directors	\$ 5,000	\$ 1,800
Managers	\$ 5,000	\$ 1,800
Executive Coordinator	\$ 5,000	\$ 1,800
University Designates (limited to student registration activities)		
Buffalo Narrows	\$ 5,000	n/a
Creighton	\$ 5,000	n/a
La Ronge	\$ 5,000	n/a

1. No signing authority will be granted to the members of the Purchasing Department or to the Accounting Manager to ensure sufficient segregation of duties.
2. Training Services Agreements and Contracts do not have a specified limit, but must be authorized by 2 parties: Program Coordinator or Manager and VP Academics or President & CEO.
3. All credit cards have a transaction limit of \$5,000.



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**Appendix B – Delegation of Authority (Policy #203)
Credit Cards**

			Credit Card Limits		Single Transaction Limit
General Purchasing					
Marketing Coordinator		\$	30,000	\$	5,000
Administrative Assistant to the VP Finance and Operations and Purchasing Department Member		\$	60,000	\$	5,000
Human Resources Advisor		\$	5,000	\$	5,000
Facilities Manager		\$	10,000	\$	5,000
Executive Coordinator to the Board and President & CEO		\$	40,000	\$	5,000
Purchaser		\$	99,000	\$	5,000
President & CEO		\$	-	\$	-
University					
Program Assistant	Central	\$	10,000	\$	5,000
Student Advisor	Western	\$	5,000	\$	5,000
University Instructor	Eastern	\$	5,000	\$	5,000