



# Approval Authority Schedule Policy

**Policy Type:** Governance Process – Compliance

**Policy Owner:** Vice President, Finance, Administration, and Applied Research

**Approval Date:** February 25, 2026

**Reviewed by Governance Committee:** February 11, 2026

**Replaces:** Version 2024

**Corresponding Procedure:** [Approval Authority Operating Procedure](#)

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## Purpose

The purpose of this policy is to outline the Approval Authority Schedule (AAS) and define the authorization levels delegated by the Board of Governors to Cambrian College (“the College”) employees for various types of purchases, budget, and banking activities. This policy complies with the [2024 Broader Public Sector Accountability Act](#).

## Scope

This policy applies to the Board of Governors, the President, and all Cambrian College employees.

## Definitions

**College Administrator:** a college administrative employee appointed to a position that gives them authority to review and approve financial related transactions.

**Delegator:** the employee who has authority to take action on behalf of the Board who transfers (“delegates”) his/her authority to another employee (“delegate”).

**Delegate:** the employee who is officially transferred the authority to act on behalf of the delegator.

## Policy Statements

1. Signing authority within the College is determined by an employee's position within the organization. All binding decisions are made with the proper authority according to the attributes and significance of the decision, and the control of funds is always exercised appropriately.
2. Appropriate signing authority is required for an employee to commit the College to expenditures or other contractual obligations, to authorize payments, and to transfer and/or assign securities.
3. A college administrator will only delegate their approval authority to a college administrator who holds a management position unless the college administrator delegate has been officially assigned into an acting manager position.
4. Violation by an employee of their signing authority may be considered a breach of employment contract.
5. Signing authority is determined by position. If an employee changes position, their signing authority will change to align with their new role.
6. When employees leave the College, their signing authority will be cancelled by their effective departure date.
7. Cambrian may rescind the signing authority of an employee at any time when deemed necessary, without disclosing cause.
8. Requisitions, contracts, or payments exceeding an employee's authorized approval limit must be approved by an employee with the required level of signing authority.
9. Employees with signing authority that are approving the purchase of goods and/or services received, need to ensure the purchase meets the intended need, and follows the terms and conditions of Cambrian's [Procurement Policy](#).
10. Employees cannot authorize a transaction or contract from which they may benefit. For example, approving payments for personal expenses and/or reimbursements.
11. A contract or transaction commitment cannot be reduced to avoid exceeding an employee's approval limit. Examples of these reductions may include subdividing

projects, procurements and contracts, or awarding multiple consecutive purchases to the same vendor.

## Levels of Authority

The following authorization levels apply:

- Level 1: Board of Governors
- Level 2: President
- Level 3: Senior Team
- Level 4: Direct Reports to Senior Team
- Level 5: Direct Reports to Level 4
- Level 6: Executive Assistants

## Areas of Authority

### 1. Banking Activity

Activity	Authority
General Bank Accounts	President and Vice President, Finance, Administration and Applied Research
Cheques Issued Under \$50,000	President and Vice President, Finance, Administration and Applied Research (digital)
Cheques Issued \$50,000 or greater	President (digital) and Vice President (manual)
Electronic Transfer Payments Under \$50,000	Director of Financial Services
Electronic Transfer Payments \$50,000 or greater	Vice President, Finance, Administration and Applied Research

### 2. Procurement

- The value of procurement for approval processes should not take applicable sales taxes into consideration.

- A reduction in the overall value of procurement by dividing a single procurement into multiple procurements is not permitted.

Activity	Authority
<p><b>Operating</b></p> <p>\$0.00 – \$1,000            \$0.00 – \$5,000            \$0.00 – \$25,000            \$25,000 and over</p>	<p>Level 6 – Executive Assistant            Level 5 – Direct Reports to Level 4            Level 4 – Direct Reports to Senior Team            Level 3 – Senior Team</p>
<p><b>Capital</b></p> <p>For those items which have been approved as part of the capital budget process (College and Provincial), approval authority extends to the amounts identified in the approval documents.</p>	<p>Level 4 – Direct Reports to Senior Team</p>
<p><b>Competitive Process Pre-Approval</b></p> <p>Required for all competitive procurement processes \$10,000 or greater (\$0 or greater for consulting services).</p>	<p>In accordance with Operating and Capital approvals</p>
<p><b>Non-Competitive Procurement Process Approval</b></p> <p><u>Goods, Non-Consulting Services and Construction</u></p> <p style="text-align: right;">\$10,000 to \$99,999</p> <p style="text-align: right;">\$100,000 or greater*</p>	<ul style="list-style-type: none"> <li>• Vice President or Executive Director of the respective division, and</li> <li>• Vice President, Finance, Administration and Applied Research</li> </ul> <ul style="list-style-type: none"> <li>• Vice President or Executive Director of the respective division,</li> <li>• Vice President, Finance, Administration and Applied Research, and</li> <li>• President</li> </ul>

Activity	Authority
<p data-bbox="240 216 529 254"><u>Consulting Services</u></p> <p data-bbox="613 310 813 348">\$0 to \$99,999</p> <p data-bbox="493 543 813 581">\$100,000 to \$999,999*</p> <p data-bbox="493 821 813 858">\$1,000,000 or greater*</p>	<ul data-bbox="841 306 1455 1066" style="list-style-type: none"> <li data-bbox="841 306 1455 384">• Vice President or Executive Director of the respective division, and</li> <li data-bbox="841 394 1455 472">• Vice President, Finance, Administration and Applied Research</li> <li data-bbox="841 543 1455 621">• Vice President or Executive Director of the respective division,</li> <li data-bbox="841 632 1455 709">• Vice President, Finance, Administration and Applied Research, and</li> <li data-bbox="841 720 1024 747">• President</li> <li data-bbox="841 821 1455 898">• Vice President or Executive Director of the respective division,</li> <li data-bbox="841 909 1455 987">• Vice President, Finance, Administration and Applied Research,</li> <li data-bbox="841 997 1094 1024">• President, and</li> <li data-bbox="841 1035 1170 1062">• Board of Governors</li> </ul>
<p data-bbox="240 1104 1427 1266">*All non-competitive procurements of \$100,000 or more must adhere to the strict requirements outlined in the Agreement on Internal Trade (AIT) which lists the limited exemptions, exceptions, or non-application clauses and other applicable trade agreements.</p>	

**3. Budget**

Activity	Authority
<p data-bbox="412 1461 630 1499">Annual Budget</p> <p data-bbox="396 1522 646 1560">Mid-Year Review</p> <p data-bbox="370 1583 672 1621">Third Quarter Review</p>	<p data-bbox="951 1461 1352 1499">Level 1 - Board of Governors</p>

**4. Construction Projects**

This applies to major capital construction projects exceeding \$1M.

Activity	Authority
Capital Construction project approvals	Level 1 – Board of Governors
Cumulative change order less than 10% of original contract price.	Each change order must be approved by: <ul style="list-style-type: none"> <li>• Manager, Financial Services</li> <li>• Manager, Budget and Reporting</li> <li>• Vice President, Finance, Administration and Applied Research</li> </ul>
Cumulative change order exceeding 10% of the original contract price.	Level 2 – President

**5. Contracts**

Activity	Authority
<b>Multiyear Contracts</b> Contracts for service which bind the College and extend beyond the current fiscal year.	Vice President, Finance, Administration and the Divisional Vice President
<b>Fiscal Year Contracts</b> Contract for service which binds the College for the current fiscal year.	
Purchase Order	AAS & Purchasing Manager or designate
Under \$5,000	Budget holder or designate
\$5,000 up to, but not including \$25,000	Director, Financial Services and Divisional Dean or Director
\$25,000 up to, but not including \$1M	Divisional Vice President or designate
+ \$1M	President or designate

## Responsibilities and Accountability

**Vice President, Finance, Administration, and Applied Research** is responsible for:

- Ensuring oversight of the Approval Authority Schedule Policy and corresponding procedure.
- Ensuring the development, review, and availability of the Approval Authority Schedule Policy and corresponding procedure.

**Office of Finance, Administration and Applied Research** is responsible for:

- Maintaining a signing authority binder along with original signatures of budget holders.
- Maintaining an organizational chart with authority levels noted.

**College Administrators** are responsible for:

- Adhering to this policy.
- Reviewing and approving financial transactions as per their approval authority.

## Procedures/Forms

- [Approval Authority Operating Procedure](#)

## Related Policies

- [Contract Management Policy](#)
- [Procurement Policy](#)
- [Travel, Meal and Hospitality Expenses Policy](#)

## References

- [Canada Free Trade Agreement \(CFTA\)/Comprehensive Economic Trade Agreement \(CETA\)](#)
- [Broader Public Sector \(BPS\) Procurement Directive](#)
- [Broader Public Sector \(BPS\) Expenses Directive](#)