

	POLICIES AND PROCEDURES	Policy No:	BPSAA 4
SECTION:	Broader Public Sector Accountability Act	Version #:	
SUB-SECTION:		Original D:	May 13, 2022
SUBJECT TITLE:	Purchasing Authority	Revised D:	
APPLIES TO:	CLSL Association	Reviewed D:	
APPROVAL BY:	Board of Directors	Review By D:	
REFERENCES:	Broader Public Sector Accountability Act		

PURPOSE / POLICY:

All purchases implied or made on behalf of Community Living Sarnia-Lambton (CLSL) that have prior budget approval in keeping with related policies, will be authorized by the appropriate employee or supervisor with purchasing authority, as noted below.

Any purchases implied or made on behalf of the CLSL that do not have prior budget approval, or are not normally an item or service utilized, must adhere to the Unbudgeted Approval Policy.

SCOPE:

This Policy is applicable to CLSL employees and Board of Directors so authorized to make purchases on behalf of CLSL. It is applicable to all purchases, including but not limited to all services, supplies, construction contracts, leases, and letters of intent.

This policy does not apply to legal invoices, ongoing building expenses such as utilities, garbage disposal or food purchases for designated residences, provided they are anticipated within yearly program budgets.

PROCEDURES:

Any person expensing CLSL funds for any type of transaction will do so within their limits of purchasing authority as listed below.

<u>Position</u>	Purchasing Authority	<u>Purchase Limit</u>
Executive Director		\$ 35,000
Controller		\$ 5,000
Senior Director, Community Employment and Day Options		\$ 2,000
Director, Housing,		\$ 2,000
Director, Human Resources		\$ 2,000
Executive Assistant / Office Manager		\$ 1,000
Supervisors/Manager		\$ 500

For any purchase that falls within the scope of this policy and is greater than \$2,000, a Purchase

Requisition form must be completed and forwarded for approval to the Controller. Once approved, a Purchase Order will be provided by the Controller and forwarded to the originator of the requisition. No commitment to purchase can be made prior to the issuance and signed approval of a Purchase Order.

A purchase must not be separated into smaller purchases to avoid the required approval process.

All positions as above must declare to their supervisor, before encumbering CLSL, if they have any real or perceived conflict of interest or personal relationship with the vendor.

Segregation of Duties

All purchasing practices will ensure transparent oversight that includes segregation of duties to avoid end to end control by any one individual.

For Purchase Requisitions initiated by a specific Purchasing Authority, the next level of Purchasing Authority once removed will be required to review and sign off prior to the issuance of the Purchase Order or payment.

Payments issued for Purchase Orders, Cheque or Purchase Requisitions, Expense Claims, or invoices must include all supporting documentation and prior approvals. Once issued, payments are then forwarded to the Controller, or designate, for review and appropriate signatures.

FORMS, REFERENCES & RESOURCES:

Cross Reference:

- Purchase Requisitions and Purchase Orders policy*
- Purchasing policy*
- Unbudgeted Purchases policy*
- Accounts Payable policy*
- CLSL Credit Card Program policy*
- Expense Claim Form*
- Special Payment Requests Form*
- Petty Cash policy*
- Perquisites policy*
- Supply Chain Code of Ethics policy*

Resource:

[Broader Public Sector Accountability Act Directives](#)

ACKNOWLEDGEMENT:

I have read, understand, and agree to abide by, this Acceptable Use Policy:

_____ Date: _____

Policy #:

Policy:

Version:

POLICY CHANGE LOG:

POLICY LEAD(S):	Original	Revised	Reviewed	Date:	Approved by: