
Delegation of Expenditure Approval Procedures

Policy Sponsor:	Vice President, Finance and Administration
Name of Parent Policy:	Delegation of Expenditure Approval Authority
Policy Contact:	Manager, Financial Operations
Procedure Contact:	Manager, Financial Operations
Effective Date of Procedures:	September 14, 2010
Review Date:	These procedures will be reviewed annually.

Purpose

To document how Expenditure Approval Authority and the associated limits will be delegated and tracked.

Definitions

Expenditure Approval Authority is the authority of a delegated employee to initiate and approve expenditures on behalf of the University, and certify receipt of goods or services and contract performance and price.

Procedure

All delegations of Expenditure Approval Authority should be made using the online signing authority system. The system can be accessed at: <http://www.athabascau.ca/finance/general>.

Guidance on the use of the system can be obtained from the Financial Operations Unit 780-675-6650 or in the Financial Services Administrative Practices Handbook. This handbook is online at: <http://depts.athabascau.ca/finance/>

Applicable Legislation and Regulations

[Post-Secondary Learning Act](#)



Related References, Policies, Procedures and Forms

[Delegation of Expenditure Approval Authority Policy](#)

[Research Administration & Budget Control Policy](#)

[Restricted Trust Accounts for Research Policy](#)

[University Approval to Forward an Application for Research Funds to an External Sponsor Policy](#)

[Conflict of Interest Policy](#)

[Purchasing Policy](#)

[Travel and Expense Claim Policy](#)

[Tutor Travel and Expense Claim Policy](#)

[Information Technology Electronic Data Security Policy](#)

History

Procedure first documented September 14, 2010