

Approval Authority for Procurement	Section: Procurement Number: 1.2
Approved: April 11, 2022	Page: 1 of 3
Revised:	Scope: All Employees

PURPOSE:

To ensure proper authorization is in place to control Community Living Oakville in procurement threshold requirements.

POLICY:

To define authorization levels required for approval for various dollar levels when purchasing supplies, consulting services, capital, construction and other services.

PROCEDURE:

Changes to authority levels may be delegated and approved by the Board of Directors or their designate.

The following Delegated Purchasing Authority Levels must be complied with for every item that is purchased by the agency.

The Delegation of Purchasing Authority defines approval levels corresponding to job roles and ensures each individual's approval authority is in line with the responsibility levels for their position.

All consulting services are open competitive unless exempt through the Agreement of Internal Trade.

Financial Manual

Dollar thresholds for the person (s) authorized to commit the organization to a contract (excluding Consulting Services).

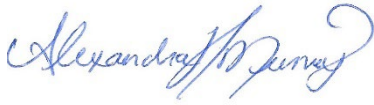
Purchase Amount	Budget Y/N	Approval Authority	Purchasing Process	Reporting Process
Less than \$999	Y	Manager	Quote or single source	N/A
\$1,000 to \$2,999	Y	Director	2 quotes invitation competitive at least 2 sources	N/A
\$3,000 to \$24,999	Y	Executive Director	Invitation-competitive at least 3 sources	N/A
\$3,000 to \$24,999	N	Executive Director	Invitation-competitive at least 3 sources	Summary Quarterly Report-Finance Committee
\$25,000 to \$99,999	Y	Finance Committee	Invitation-competitive at least 3 sources	Summary Report-Next Board Meeting
>\$25,000	N	Board Approval	Invitation-competitive at least 3 sources	Report to Board for Approval
>\$100,000	Y	Board Approval	Open Competitive Process	Report to Board for Approval
Property Acquisition of Mortgage	Y/N	Board Approval	Reverse Auction through MLS Listing	Report to Board for Approval

Any procurement of consulting services must be approved in accordance with the Approval Authority Schedule for Consulting Services.

Purchase Amount	Budget Y/N	Approval Authority	Purchasing Process
Less than \$500	Y	Manager	Open competitive process-2 sources
\$500 to \$2,999	Y	Director	Open competitive process-2 sources
\$3,000 to \$24,999	Y	Executive Director	Open competitive process-3 sources
\$3,000 to \$24,999	N	Finance Committee	Open competitive process-3 sources
\$25,000 to \$99,999	Y	Finance Committee	Open competitive process-3 sources
➤ \$25,000	N	Board Approval	Open competitive process-3 sources
➤ \$100,000	Y	Board Approval	Open competitive process-3 sources

Financial Manual

Approved by:



Executive Director

April 11, 2022

Date



Board President

April 11, 2022

Date