Procurement Methods	Notes	Level 0 — Requestor/ Initiator/ Program Assist/ Program Admin/ Academic Chair/Project Assist (NASA/AUPE)	Level 1 — Supervisor/ Coordinator/ Executive Assistants (MAE)	Level 2 — Manager/ Department Head/ Lead Level/ Research Chair (Budget Holder)	Level 3 — Director/ Associate Dean	Level 4a — Executive Director/ Managing Director/ Equivalent	Level 4b — Dean/AVP	Level 5 — VP	Level 6 — President	Level 7 — Board	Associated forms, policies and procedures
SIGNING AUTHORITY MAXIMUMS											**GE 3.0 Policy - Delegation of Authority, GE 3.01 Procedure**
P-Card transactions	approved by one up and budget holder, generally limits of $2,500/transaction; $5,000/month	$0	$0	$50,000	$50,000	$50,000	$50,000	$50,000	no max (CFO is one up approval)		FO 3.0 Policy - Employee Expense Reimbursements, FO 6.0 Policy - Procurement, FO.6.01 Procedure, FO.6.02 Procedure - Procurement Card
Employee Expense reimbursement	approved by one up; should limit purchases to under $10,000	$0	$0	$50,000	$50,000	$50,000	$50,000	$50,000	no max (CFO is one up approval)	no max (CFO is one up approval)	FO 3.0 Policy - Employee Expense Reimbursements, FO 3.01 Procedure
	if liquor included	$0	$0	$0	$0	$5,000		no max	no max	no max	
Purchase Requisition	maximum	$500	$10,000	$50,000	$250,000	$1,000,000		$5,000,000	no max		FO 6.0 Policy - Procurement, FO.6.01 Procedure
Direct order on NAIT account - authority monitored by Budget Holder											
Staples/Eway	if over $750- SCM must approve	$750	$750	$750	$750	$750		$750	$750		FO 6.0 Policy - Procurement, FO.6.01 Procedure
shop AT NAIT	Purchases made at Shop AT NAIT	$500	$10,000	$50,000	$100,000	$250,000		$5,000,000	no max		
Ernest's/ Internal Catering	approved by one-up of most senior person attending the event	$0	$0	$10,000	$50,000	$100,000		$500,000	no max (CFO is one up approval)		FO 9.0 Policy - Hospitality, Celebrations and Working Sessions 9.1 Procedure
Contract for Services - Instructional or related	On approved template (over $75,000 needs RFP)	$0	$10,000	$50,000	$75,000	$100,000		$250,000	no max		OA 6.09 Guideline & Procedure - Contract for Services (To be retired). Expense Contract Checklist
Resulting invoice	approved by one up of initiator of contract	$500	$10,000	$50,000	$75,000	$100,000		$250,000	no max		
Contracts -Non-Instructional Expenditure											FO 4.0 Policy - Contract
Expenditure Contract	General counsel, Supply Chain Management and Finance Consulted	$0	$0	$0	$250,000	$500,000	$1,000,000	$5,000,000- VP and CFO	no max- President + CFO		
Amendments/ Extensions	original contract signatory until value exceeds maximum	$0	$0	$0	$250,000	$500,000	$1,000,000	$5,000,000- VP and CFO	no max- President + CFO		Procedure being drafted. Expense Contract Checklist
Resulting invoice		$500	$10,000	$50,000	$100,000	$250,000		$5,000,000	no max		
Contracts - Proposals, Revenue & Grant Agreements											FO 4.0 Policy - Contract
Revenue Contracts	General counsel, Supply Chain Management and Finance Consulted	$0	$0	$50,000	$250,000	$500,000	$1,000,000	$5,000,000- VP and CFO	no max- President + CFO		
Amendments/ Extensions	original contract signatory until value exceeds maximum	$0	$0	$10,000	$50,000	$250,000	$1,000,000	$5,000,000- VP and CFO	no max- President + CFO		Procedures being drafted. Revenue Contract Checklist
Request for Invoice	to customer on contract	no max	no max	no max	no max	no max	no max	no max	no max	no max	
Specific Departmental Contracts/Procurements											
Retail & Ancillary	Inventory purchases for resale	$50,000	$150,000	$350,000	$500,000	no max					
Industry Solutions	Research Financial Reporting	none	none	$500,000	$1,000,000	$2,000,000	no max				
	- With equivalent Finance level	none	none	Fin Advisory Leader	Director Finance	AVP FCS	AVP FSC				
	MOU	none	none	no max	no max	no max	no max	no max	no max		
Facilities Management & Development	Campus Development Procurements	Refer to policies and procedures									OA 6.19 Campus Development Guideline GE 3.01 NAIT Signing Authority Matrix - FMD
External Relations	Donations & Fundraising	Refer to policies and procedures									FR 1.0 Fund Raising Policy FR 1.01 Fund Raising Procedure, FR 2.0 Donation Policy
Human Resources	Employee related	Refer to policies and procedures									HR Policies and Procedures

signing authority proposed