

SUNBEAM CENTRE ADMINISTRATIVE MANUAL	NUMBER: AD-fi-004
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PURCHASING – Signing Authority	

The power to execute a contract, document or any instrument that legally binds Sunbeam Centre in writing during its ordinary operations has been delegated as outlined below. Staff are authorized to make expenditures within the limits and accounts allotted to them in their budgets.

For audit purposes staff with signing authority must provide initials and signature samples on the Signing Authority Matrix maintained by the Accounts Payable and Purchasing Administrator.

Signing Authority

Signing authority will be assigned in accordance with the Bylaws of the Corporation by the Executive Director.

Delegated Signing Authority

Signing authority may only be delegated in writing. With the exception of a short-term absence from work, signing authority may not be delegated without the written permission of the Executive Director. In the absence of the Executive Director this authority will be specifically delegated.

Payments to Staff

Payments made to staff or on their behalf (e.g. mileage and expenses, petty cash, memberships, course fees) must be authorized by the employee's direct supervisor or above. Payments made to, or on the behalf of the Executive Director must be authorized by the Board President. Under no circumstances are approvers able to approve their own expenses.

Expenses for a group can only be claimed by the most senior person present.

Contracts

Relating generally to the operational aspects of the Corporation contracts for such as:

- lease agreements
- equipment maintenance
- supply of goods and services
- special/limited employment initiatives
- resident care, treatment and program supports

are to be authorized by the Executive Director or designate.

All other contractual agreements are to be authorized in accordance with the functions accorded to corporation Directors, as contained in corporation By Laws.