

Sunbeam Community & Developmental Services	
Manual: Administration Manual	Number: AD-fi-004
Issued by: Chief Administrative Officer Category: Finance	Recent Review Date: July 4, 2025 Date First Issued: February 18, 1991 Last Publication Date: July 4, 2025 Pages: 1 of 3
Policy Name: Purchasing - Signing Authority	

GUIDING PRINCIPLE

This policy documents the signing authority levels by positions as delegated by the CEO.

SCOPE

This policy applies to Sunbeam Community & Developmental Services (Sunbeam).

POLICY

To ensure ethical, professional and accountable procurement, Sunbeam Community & Developmental Services conducts its procurement within the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics, which are posted on the BPS website.

One of the requirements of the BPS Procurement Directives is that Sunbeam establish an authorization schedule specifying:

- who can seek and approve the procurement of goods and services
- for what departments/programs, and
- to what dollar thresholds.

This policy outlines that authorization schedule as:

Coordinators (Volunteer)	Up to \$1,000
Supervisors (Community Living, Respite, Program Services, DSO, Host Family and TAY, Service Planning Coordination/Service Resolutions, CQA, MIS)	Up to \$2,000
Managers (Community Living Services, Clinical Services, SDRC program services), Executive Assistant	Up to \$5,000
Director, Financial Services, Directors (DSO, People & Cultures, SDRC, CLS)	Up to \$10,000
Chief Operating Officer (COO) and the Chief Administrative Officer (CAO)	Up to \$15,000
Chief Executive Officer (CEO) <ul style="list-style-type: none"> • In the absence of the Chief Executive 	Up to \$50,000

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<p>Officer, the CAO will act as signing authority.</p> <ul style="list-style-type: none"> In the absence of the CEO and the CAO, the Manager of Financial Services will act as the signing authority. 	
Board President, Vice-President, Treasurer and Secretary	Over \$50,000

Routine Transactions

Contracts that have been signed by the CEO can be used as preauthorization for processing payments. This means that routine transactions, including rent and client service contracts managed by Sunbeam that exceed \$50,000 are not required to be signed off on by the CEO, if the service contract has been signed by the CEO.

Payroll and related source deductions are required to be reconciled and signed off by the Payroll and Benefits Administrator and signed off by the Director, Financial Services. Payroll and source deductions do not require the authorization of the Board of Directors, or the CEO.

PROCEDURE NOTES

Sunbeam follows a financial request and approval process.

Payments \$50,000 and over

For payments of \$50,000 or more, scan and forward the cheque or EFT with supporting documentation to the Treasurer or their designated appointee, if the Treasurer is unavailable. The payment can be made once the Treasurer or their designate has approved the payment.

MCCSS POLICY REQUIREMENT

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