

Section	Administrative Procedure Number
Finance Procedures	RCJTC AP.06.06
Administrative Procedure Title	
Levels of Authorization Required for the Expenditure of Operating Funds Procedure	
Date	Revised
June 1, 2015	

1. Renfrew County Joint Transportation Consortium operating funds/expenditures will be deemed to include all funds and expenditures save and except those funds/expenditures considered to be capital funds/expenditures.
2. All expenditures will be documented and submitted for approval on appropriate RCJTC forms developed for the specific expenditure type.

3. **Authorization Levels**

Subject to the RCJTC’s policy entitled Budget, and to the expenditure limits authorized in Administrative Procedure 5 below, unless specifically exempted, the following details the required levels of authorization according to transaction type and functional area to effect a purchase or expenditure transaction on behalf of the RCJTC:

a) **Provincial & Demonstration School Transportation Services**

All Invoices, Purchase Orders, Travel Expense Claims, and Payment Requisitions generated and/or received for the purpose of facilitating transportation services to students attending Provincial and/or Demonstration schools will be submitted for approval on appropriate RCJTC forms (e.g., RCJTC Payment Requisition, RCJTC Travel Expense Claim) and will require the approval of:

- General Manager

b) **Transportation and General Administrative Services**

Travel Expense Claims

Requests require authorization by the RCJTC Manager or one level above the requestor in RCJTC’s organizational hierarchy.

Payments Direct from Invoice

- General Manager

...Providing safe, efficient, effective transportation to our students

Addition of Vehicles to Service Contract

- Transportation Coordinator AND
- General Manager

Acquisition of Specialized Equipment for use in the transportation of students

- General Manager

Overtime

Transportation Assistant	Transportation Coordinator and Assistant General Manager (as required by Note) or General Manager
Transportation Coordinator	Assistant General Manager Or General Manager
Transportation Systems Administrator	Operations and Systems Coordinator Assistant General Manager (as required by Note) or General Manager
Other Staff	General Manager

Payment Requisitions (not subject to Policy Statement #2)

Installment payments in adherence with approved RCJTC contractual agreements (including transportation service contracts for large and small vehicles, contracted consultant services, etc.)	Assistant General Manager Or General Manager
Renewal and/or maintenance of approved software license contracts	Operations and Systems Coordinator

Where multiple levels of authorization are required, all such levels of authorization will

normally appear on the respective purchase or expenditure transaction documentation evidenced by signatures.

Exceptions may be made in unusual circumstances provided that the most senior level of authorization has been obtained.

4. **Signature Requirements**

- a) All approvals will be evidenced by the signature or initials of the appropriate authority.
- b) For control purposes, the RCJTC's Finance & Admin Coordinator will maintain a record of specimen signatures and initials of authorized individuals noted in administrative Procedures 3.
- c) When an authorized person approves a transaction using the RCJTC's established accounting system or any other electronic system maintained or contracted for service by the RCJTC, it shall be considered the same as if the person had signed the document manually.

Where users are provided password access to approval systems noted above depending on their position they, in order to protect the integrity of the data entered, will not share their password with others.

5. **Counter Signature**

No persons, regardless of their level of authorization, may approve payments to themselves on the basis of their signature alone. RCJTC Payment Requisitions, RCJTC Expense Claim forms, etc., will be approved by the RCJTC Manager or in the case of the RCJTC Manager, the Superintendent of Business.

6. **Delegation of Signing Authority**

The budget expenditure authorizations noted in Administrative Procedure #3 will not be delegated.

Related RCJTC Policy

P.06 *Finance Policy*

Related RCJTC Procedures

Related RCJTC Forms