

## **SCHEDULE B – Approval Authority Table**

The following persons are able to authorize expenditures for single transactions up to the limits below assuming sufficient funds are in the budget. Single transactions in excess of an individual’s authority require “one-over-one” approval, except sponsored research funding where the principal investigator has authority to sign on expenditures contained within the grant budget and terms.

<b>Dollar Threshold</b>	<b>Position</b>
Over \$200,000	Board of Governors (by motion)
Less than \$200,000	President and Vice Chancellor Provost and Vice-President, Academic Vice-President, External Affairs Vice-President, Students Vice-President, Administration Vice-President, Human Resources Chief Financial Officer
Less than \$75,000	Vice-Provosts, Associate Vice-Presidents, Deans, Executive Directors, University Librarian, Chief Information Officer, General Counsel and Directors within the following areas: <ul style="list-style-type: none"> <li>• Business Performance and Advisory Services,</li> <li>• Financial Services,</li> <li>• Facilities,</li> <li>• Information Technology</li> </ul>
Less than \$25,000	Directors, Associate Directors, Associate Deans, Managers, Business Managers, Operational Managers and Researchers
Less than \$5,000	Employees granted spending authority by a Divisional Unit Head