



SIGNING AND SPENDING AUTHORITY POLICY 114

APPENDIX A

Signing and Sending Authorization Matrix

	Over \$1m		Up to \$1m		Up to \$500k		Up to \$200k		Up to \$100k		Up to \$75k		Up to \$5k		Up to \$1k		Up to \$200.00		
	Sign	Spend	Sign	Spend	Sign	Spend	Sign	Spend	Sign	Spend	Sign	Spend	Sign	Spend	Sign	Spend	Sign	Spend	
Board of Governors	✓	✓																	
Finance and Audit Committee			✓	✓															
President - College Wide					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chief Financial Officer					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vice Presidents, Associate Vice Presidents, Executive Directors							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Director of Financial Services									✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Dean, Director											✓	✓	✓	✓	✓	✓	✓	✓	✓
Associate Directors, Facilities/Operations /Business Managers														✓		✓		✓	
Department Head, Coordinator II, Supervisors, CS Program Coordinators, all Managers (other than Facilities/ Operations/ Business)																✓		✓	
Assistant Department Head, Coordinator I																			✓

Notes:

- Contracts approved by the Finance and Audit Committee and Board of Governors to be executed by the CFO
- All modifications to contracts over \$1M will be reported by the CFO to the Finance and Audit Committee and the Board of Governors periodically, as appropriate.
- Associate Director, Campus Planning & Capital Projects has a spend and signing authority limit of \$10k for changes to construction (CCDC2) and architect consultant (AIBC) contracts in order to prevent costly delays of projects.