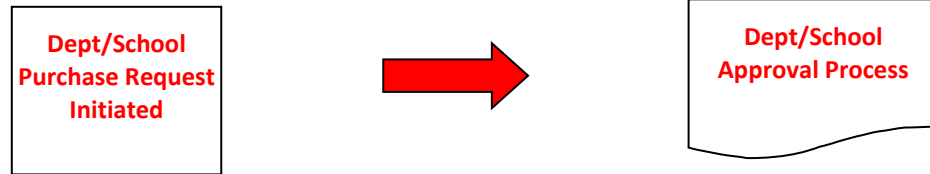




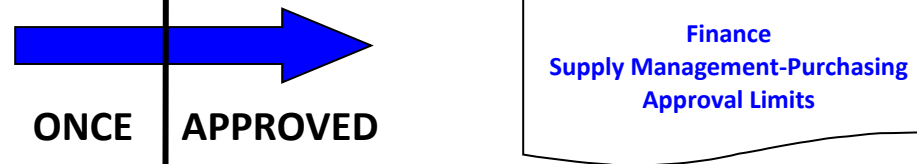
**FN.12.1.1 Signing Authority – Revenue Generating, Expenditure and other Contract/Agreements**

**Schedule B: Supply Management Approval Workflow (Expenditure)**

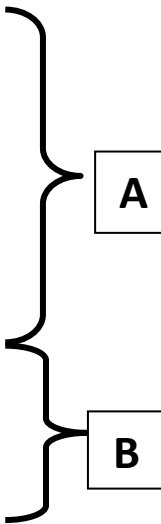
**Signing Authority Limits**



**Supply Management Authority Limits**



Required Signature	Approval limits
President and CEO and One (1) Vice President	≥ \$5 million
President and CEO	< \$5 million
Vice President	< \$2 million
Associate Vice President / CIO / Director, Facilities Management	< \$1 million
Dean, Director	< \$250,000
Associate Dean, Associate Director	< \$100,000
Academic Chair, Manager	< \$50,000
Supervisor/Team Lead/Coordinator	< \$10,000
Delegated Department/School Positions ie: Instructor, Administrative or Support Roles	< \$5,000



Purchase Acquisition Authority	Approval Limit
CFO & Vice President or Associate Vice President, Finance	≥ \$1,000,000
Supply Management, Purchasing Manager	< \$1,000,000 Purchase Orders Only
Supply Management, Purchasing Officer	< \$75,000 Purchase Orders Only

- A.** May commit SAIT to Agreements and contracts within the current fiscal year.
- B.** May not commit SAIT to Agreement and contracts.