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## Delegation of Expenditure Approval Procedures

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<b>Policy Sponsor:</b>	Vice President, Finance and Administration
<b>Name of Parent Policy:</b>	<a href="#">Delegation of Expenditure Approval Authority Policy</a>
<b>Policy Contact:</b>	Manager, Financial Operations
<b>Procedure Contact:</b>	Manager, Financial Operations
<b>Effective Date of Procedures:</b>	September 14, 2010
<b>Review Date:</b>	These procedures will be reviewed annually.

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### **Purpose**

To document how Expenditure Approval Authority and the associated limits will be delegated and tracked.

### **Definitions**

**Expenditure Approval Authority** is the authority of a delegated employee to initiate and approve expenditures on behalf of the University, and certify receipt of goods or services and contract performance and price.

### **Procedure**

All delegations of Expenditure Approval Authority should be made using the online signing authority system. The system can be accessed at: <http://www.athabascau.ca/finance/general>.

Guidance on the use of the system can be obtained from the Financial Operations Unit 780-675-6650 or in the Financial Services Administrative Practices Handbook. This handbook is online at: <http://depts.athabascau.ca/finance/>

### **Applicable Legislation and Regulations**

[Post-Secondary Learning Act](#)



## **Related References, Policies, Procedures and Forms**

[Delegation of Expenditure Approval Authority Policy](#)

[Research Administration & Budget Control Policy](#)

[Restricted Trust Accounts for Research Policy](#)

[University Approval to Forward an Application for Research Funds to an External Sponsor Policy](#)

[Code of Conduct for Members of the University Community](#)

[Purchasing Policy](#)

[Security of Digital Information and Assets Policy and related Procedures](#)

[Expense Reimbursement Policy](#)

## **History**

Procedure first documented September 14, 2010