

SIGNING AUTHORITY MATRIX - SCHEDULE 539 A

Category	Position	Board of Trustees	Superintendent	Associate Superintendent of Corporate Supports and Services (Secretary Treasurer/CFO)	Deputy Superintendent and Associate Superintendent	Director of Financial Services	Director of Facilities	Director/Principal	School Secretary, Executive Secretary	Comments
	Authorization									
		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	
Revenue	Revenue/Grant Applications, Agreements, Contracts with external parties (excluding donations)	-	Unlimited	Unlimited	Up to \$50,000	-	Up to \$25,000	Up to 20,000	-	In accordance with Funding Manual; Other funding applications or agreements
Operating Spending	Enter into Agreements and/or Contracts for goods and services including PO's excluding:	Unlimited	Unlimited	Unlimited	Up to \$50,000	Up to \$50,000	Up to \$75,000	Up to \$20,000	Up to \$5,000*	In accordance with Trade Agreements; Adhere to Contract Approval Form
	Consultant Services Contracts	Unlimited	Up to \$300,000	Up to \$150,000	Up to \$25,000	Up to \$25,000	-	Director of HR only - up to \$50,000	-	
	Leases (operating)	Unlimited	Unlimited	Unlimited	-	-	-	-	-	
	Facility Services Contracts	Unlimited	Unlimited	Unlimited	-	-	Up to \$50,000	-	-	
	Purchase and Payment for Goods and Services	Unlimited	Unlimited	Unlimited	Up to \$50,000	Up to \$100,000	Up to \$75,000	Up to \$20,000	Up to \$5,000*	
Capital Spending	Purchase of Real Property (land and buildings)	Unlimited	-	-	-	-	-	-	-	In accordance with <i>School Act</i> and Regulations
	Enter into Capital Projects	Unlimited	Unlimited	Unlimited	-	-	Up to \$200,000	-	-	GOA funded projects - subject to School Buildings and Tendering Regulations. School building construction contract valued over \$200,000 must be approved by Alberta Infrastructure
	Payment for Capital Asset or against Capital projects	Unlimited	Unlimited	Unlimited	Up to \$75,000	Up to \$75,000	Up to \$75,000	Up to \$20,000	-	In accordance with <i>School Act</i> and Regulations; Trade Agreements
Disposals	Sale of Real Property	Unlimited	-	-	-	-	-	-	-	In accordance with <i>School Act</i> and Regulations
	Other than Real Property Disposal or Write Off	Unlimited	Unlimited	Unlimited	-	Up to \$50,000	-	-	-	
Visa Purchasing Cards	Add Card or Change Limits	Unlimited	Unlimited	Unlimited	Up to \$25,000	Up to \$10,000	Up to \$10,000	Up to \$10,000	No	Adhere to Purchasing AP and Visa Purchasing Guidelines
	Remove Card	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Non-Monetary Card Changes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	
	Monthly Statement Approvals	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	

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Human Resources	Execute Collective Agreements	Board Chair	No	Yes	No	No	No	No	No	Executed after Board ratification
	Create, Modify, offer or terminate Executive Employment Contracts	Superintendent position only	Yes	No	No	No	No	No	No	
	Create New or revised Certificated/Leadership Positions and Employment Services Contracts	No	Yes	No	Deputy Superintendent only	No	No	No	No	
	Create New or revised Non-certificated (Support Staff) Positions and Employment Services Contracts	No	Yes	No	Deputy Superintendent only	No	No	Director of HR only	No	
	Create New or revised Non-certificated Leadership Positions (i.e. Director) and Employment Services Contracts	No	Yes	No	Deputy Superintendent only	No	No	No	No	
	Extend Temporary Employment Service Contracts	No	Yes	No	Deputy Superintendent only	No	No	Director of HR only	No	
	Terminate Certificated/Leadership employees	Superintendent position only	Yes	No	Deputy Superintendent only - Probationary & Temporary Certificated Staff	No	No	No	No	
	Terminate Non-certificated (Support Staff and Leadership) employees	Superintendent position only	Yes	No	Deputy Superintendent only - Probationary & Temporary Staff	No	No	No	No	
	Transfer Leadership (School Administration) employees	No	Yes	No	No	No	No	No	No	
	Transfer Certificated employees	No	Yes	No	No	No	No	No	No	
	Surplus/transfer non-certificated employees	No	Yes	No	Yes	No	No	Director of HR only	No	
Timesheets/Exception Reports	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No		

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		Yes	No								
Accounting and Other	Journal Entries (Operating and SGF Budget)	-		Unlimited	Unlimited	Unlimited	Unlimited	-	Up to \$10,000	Up to \$5,000*	
	Write offs: A/R, Benefits (Central office only)	-		Unlimited	Unlimited	-	Up to \$25,000	-	-	-	
	Write offs: School Fees	-		-	-	-	Yes	-	Yes	-	
	Credit Facility Agreements	Unlimited - Any 2 of: Board Chair, Superintendent, or Secretary Treasurer				-	-	-	-	-	
	Banking Deposit Agreements					-	-	-	-		
	Cheque Signing					-	-	-	-		
	Borrowing Resolution	Yes	No	No	No	No	No	No	No	No	
	Electronic Fund Transfers (EFT) and Statutory Deductions	-		Unlimited	Unlimited	-	Up to \$4,000,000**	-	-	-	Prepared by Payroll and approved by Financial Services Director
	Purchase and Redeem Investments	-		Unlimited	Unlimited	-	-	-	-	-	

New West Partnership Trade Agreement procurement thresholds:

- \$75,000 for goods
- \$75,000 for services
- \$200,000 for construction

Notes:

- * As delegated by Principal
- ** \$4 million represents payroll related payments to employees as well as source deductions