

POLICY 36 – REVISIONS

Current and future state comparison table

TOPIC	2020 VERSION TODAY	2022 VERSION EFFECTIVE ON WORKDAY LAUNCH
Approval Authority Schedule – Designated buyers	Approval power for faculties and services set at \$10K to \$50K	Approval power for faculties and services is \$100K.
Approval Authority Schedule – Direct invoice	Individuals cannot request that their administrative staff pay an invoice (“direct invoice” process).	Direct invoicing is permitted with restrictions. Employees must speak with their purchasing specialist (designated buyer) before making a purchase. This person can allow a direct invoice if they deem it is the most appropriate “means of procurement”. Otherwise, employees must follow the purchasing specialist’s advice (to create a PO or buy on a PCard).
Approval Authority Schedule – Research	Non-CFI purchases over \$100k are approved by one individual: executive director of research management.	To better distribute accountability and avoid bottlenecks, the vice-dean, research of each faculty will approve non-CFI purchases over \$100K
Delegation	Users may delegate their approval authority to an approver one level up.	Short-term delegation to direct reports, colleagues, or supervisors are allowed for approvers who are temporarily absent (e.g., on holiday). Restrictions apply.

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Derogations and transgressions	<ul style="list-style-type: none"> • Derogations are approved based on “one level up” approvals • Transgressions are approved based on “two levels up” approvals 	<p>One Authority Approval Schedule is used for standard purchases, derogations, and transgressions. To mitigate risks, Procurement will:</p> <ul style="list-style-type: none"> • Continue requesting justifications/documentation on purchases deviating from Policy 36 • Create regular reports to raise awareness of units with most derogation/transgression activity
Derogations and transgressions	The vice-president, finance and administration approves ALL derogations and transgressions over \$100K.	The vice-president, finance and administration only approves derogations and transgressions over \$1M (according to the Authority Approval Schedule).
Change orders	Executive approval is required on small-dollar-amount change orders.	The Policy reminds employees clients making big purchases to include contingencies in their approval requests. (This will avoid, for example, going back to approvers for minor changes that fall within a contingency.)
Policy amendments	All Policy 36 amendments require approval of the Board of Governors.	<p>To empower leaders and embrace agility:</p> <ul style="list-style-type: none"> • The Board of Governors remains the authority for any changes to the Approval Authority Schedule • The Administration Committee becomes the authority for operational changes (for example, purchasing or change order guidelines) • The Secretary General becomes the authority for wording changes (for example, correcting a typo, rewording a sentence for clarity, etc.)

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Definitions	Restrictive definition of the following terms: <ul style="list-style-type: none"> • Administrative support • Budget manager • Head of units 	To accommodate different organizational structures, Procurement Services made the definition of these terms less restrictive.
Private-public partnerships, limited partnerships, or trust funds	No guidelines for purchases on behalf of outside groups set up by the University	New high-level guidelines for these contracts.
VOR agreements	No guidelines on the approval authority for pre-qualification agreements	New guidelines: <ul style="list-style-type: none"> • VORs over \$1M are approved by the associate vice-president, financial resources (as the procurement approver) and the vice-president of the unit (as the business approver) • VORs up to 1M\$ are approved by the director of procurement and the head of unit • Any statements of work that follow the VOR are approved according to the standard Authority Approval Schedule