

# Using the Approval Authority Schedule

Policy 36 – Procurement

Procurement



# USING THE APPROVAL AUTHORITY SCHEDULE

## Policy 36 – Procurement

---

The revised [Policy 36 – Procurement](#) introduces the concept of the Approval Authority Schedule (also known as the Authority Matrix). Although it might look intimidating at first, this quick guide will walk you through it.

### Purchase of goods and services

The schedule found on page 2 will help you determine the University representatives who will need to approve your purchases and sign contracts.

1. Begin with section A (1<sup>st</sup> column) named **Total Value**: What is the **total value** (including optional phases and renewals) of your purchase in Canadian dollars? Go to the appropriate row.
2. Then, move to section B (2<sup>nd</sup> column) named **Means of Procurement**. Remain on the same row as the total value determined above. The total value of your purchase will determine the **means of procurement** to use.
3. Go to section C (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> column). The total value also determines who will approve your purchase. All purchases above \$1,000 need **two approvals: one from a Business Approver** and **one from a Procurement Approver**. The purpose of your purchase – Canada Foundation for Innovation (CFI) purchases (research), non-CFI purchases (research), Facilities, or Faculty or Service – also dictates who will approve it.
  - Even if there are four columns in section C named **Business Approver**, you only need **ONE approval** from this section. Which one you ask? Well:
    - a. Is it a CFI purchase for research? If yes, a Business Approver in the **3<sup>rd</sup> column** needs to approve the purchase.
    - b. Is it a non-CFI research purchase? If yes, a Business Approver in the **4<sup>th</sup> column** needs to approve the purchase.
    - c. Is it a Facilities purchase? If yes, a Business Approver in the **5<sup>th</sup> column** needs to approve the purchase.
    - d. Is it a purchase for a faculty or service? If yes, then a Business Approver in the **6<sup>th</sup> column** needs to approve the purchase.
  - As soon as a purchase is research-related, whether CFI or non-CFI, please refer to the third or fourth column.
4. Finally, depending on what you answered above, you will need a second approval from a **Procurement Approver** from section D (7<sup>th</sup> column)

You did it! **You found the two University approvers** who will approve your purchase or sign the contract.

### Derogations and transgressions

In case of derogations and transgressions, we prepared separate schedules. You will need to follow the same steps as above to help identify the two approvers (pages 3 and 4) required for such cases. As soon as a "central" procurement approval (7<sup>th</sup> column) is required (from \$5,000 for derogations and \$1,000 for transgressions), you must [send your requests by email to Procurement Services](#) (for certain thresholds, it may differ if the request comes from the Faculty of Medicine or the Faculty of Science). The service will take care of obtaining the required approvals beyond those values.

### For more information

If you have questions or comments, please do not hesitate to contact your designated buyer or [Procurement Services](#).

# Purchase of Goods and Services

## Approval Authority Schedule

A	B	C				D
1 TOTAL VALUE (CAD\$)	2 MEANS OF PROCUREMENT	3 BUSINESS APPROVER CFI Purchases (Research)	4 BUSINESS APPROVER Non-CFI Purchases (Research)	5 BUSINESS APPROVER Facilities	6 BUSINESS APPROVER Facilities/Services	7 PROCUREMENT APPROVER
<1k	Reimbursement, PCard or PO	SDI Project manager	Principal Investigator or Admin. Support	Lead hand, technician	Budget Manager or Admin. Support	N/A
1k-<5k	PCard or PO	SDI Project manager	Principal Investigator or Admin. Support	Lead hand, technician	Budget Manager or Admin. Support	Designated or regional buyer (if PO)
5k-<10k	PO + 1 quote	SDI Project manager	Principal Investigator or Admin. Support	Lead hand, technician	Budget Manager or Admin. Support	Designated or regional buyer
10k-<25k	PO + 2 quotes	SDI Project manager	Principal Investigator	Supervisor, project coordinator	Budget Manager	Procurement officer, regional or central buyer
25k-<50k	PO + 2 quotes	SDI Project manager	Principal Investigator	Project manager, planner, manager	Budget Manager	Procurement officer, regional or central buyer
50k-<100k	PO + 3 quotes	SDI Project manager	Principal Investigator	Sr. project manager, Sr. planner	Budget Manager	Procurement officer or central buyer
100k-<200k	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	Assist. director, director	Head of Unit	Sr. Procurement officer
200k-<300k	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	Assist. director, director	Head of Unit	Central proc. manager
300k-<500k	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	AVP facilities	Head of Unit	Associate Procurement director
500k-<1M	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	AVP facilities	VP	Sr. Director of Procurement
1M- <5M	Public tender	SDI Director	Principal Investigator and Exec dir. research mgt	AVP facilities	VP	AVP Finance
5M-<10M	Public tender	AVP Research	VP Research	President	President	VP Finance and Admin
10M+	Public tender	VP Research	VP Research	Executive committee	Executive committee	VP Finance and Admin

# Derogations

## Approval Authority Schedule

Derogations must be requested before engaging a vendor and reviewed at **one-level above the Approval Authority** (by the Business Approver and by Procurement).

A		B		C			D
1 TOTAL VALUE (CAD\$)	2 MEANS OF PROCUREMENT	3 BUSINESS APPROVER CFI Purchases (research)	4 BUSINESS APPROVER Non-CFI Purchases (research)	5 BUSINESS APPROVER Facilities	6 BUSINESS APPROVER Faculties/Services	7 PROCUREMENT APPROVER	
<1k	Reimbursement, PCard or PO	SDI Project manager	Principal Investigator or Admin. Support	Lead hand, technician	Budget Manager or Admin. Support	Designated or regional buyer (if PO)	
1k-<5k	PCard or PO	SDI Project manager	Principal Investigator or Admin. Support	Lead hand, technician	Budget Manager or Admin. Support	Designated or regional buyer	
5k-<10k	PO + 1 quote	SDI Project manager	Principal Investigator	Supervisor, project coordinator	Budget Manager	Regional buyer or <a href="#">Procurement Services</a>	
10k-<25k	PO + 2 quotes	SDI Project manager	Principal Investigator	Project manager, planner, manager	Budget Manager	Regional buyer or <a href="#">Procurement Services</a>	
25k-<50k	PO + 2 quotes	SDI Project manager	Principal Investigator	Sr. project manager, Sr. planner	Budget Manager	<a href="#">Procurement Services</a>	
50k-<100k	PO + 3 quotes	SDI Associate director	Principal Investigator and Exec dir. research mgt	Assist. director, director	Head of Unit	<a href="#">Procurement Services</a>	
100k-<200k	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	Assist. director, director	Head of Unit	<a href="#">Procurement Services</a>	
200k-<300k	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	AVP facilities	Head of Unit	<a href="#">Procurement Services</a>	
300k-<500k	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	AVP facilities	VP	<a href="#">Procurement Services</a>	
500k-<1M	Public tender	SDI Director	Principal Investigator and Exec dir. research mgt	AVP facilities	VP	<a href="#">Procurement Services</a>	
1M- <5M	Public tender	AVP Research	VP Research	President	President	<a href="#">Procurement Services</a>	
5M-<10M	Public tender	VP Research	VP Research	Executive committee	Executive committee	<a href="#">Procurement Services</a>	
10M+	Public tender	VP Research	VP Research	Executive committee	Executive committee	<a href="#">Procurement Services</a>	

# Transgressions

## Approval Authority Schedule

Transgressions are reviewed at **two-levels above the Approval Authority** (with no guarantee of payment).

A	B	C				D
1 TOTAL VALUE (CAD\$)	2 MEANS OF PROCUREMENT	3 BUSINESS APPROVER CFI Purchases (research)	4 BUSINESS APPROVER Non-CFI Purchases (research)	5 BUSINESS APPROVER Facilities	6 BUSINESS APPROVER Facilities/Services	7 PROCUREMENT APPROVER
<1k	Reimbursement, PCard or PO	SDI Project manager	Principal Investigator or Admin. Support	Lead hand, technician	Budget Manager or Admin. Support	Designated or regional buyer
1k-<5k	PCard or PO	SDI Project manager	Principal Investigator	Supervisor, project coordinator	Budget Manager	Regional buyer or <a href="#">Procurement Services</a>
5k-<10k	PO + 1 quote	SDI Project manager	Principal Investigator	Project manager, planner, manager	Budget Manager	Regional buyer or <a href="#">Procurement Services</a>
10k-<25k	PO + 2 quotes	SDI Project manager	Principal Investigator	Sr. project manager, Sr. planner	Budget Manager	<a href="#">Procurement Services</a>
25k-<50k	PO + 2 quotes	SDI Associate director	Principal Investigator and Exec dir. research mgt	Assist. director, director	Head of Unit	<a href="#">Procurement Services</a>
50k-<100k	PO + 3 quotes	SDI Associate director	Principal Investigator and Exec dir. research mgt	Assist. director, director	Head of Unit	<a href="#">Procurement Services</a>
100k-<200k	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	AVP facilities	Head of Unit	<a href="#">Procurement Services</a>
200k-<300k	Public tender	SDI Associate director	Principal Investigator and Exec dir. research mgt	AVP facilities	VP	<a href="#">Procurement Services</a>
300k-<500k	Public tender	SDI Director	Principal Investigator and Exec dir. research mgt	AVP facilities	VP	<a href="#">Procurement Services</a>
500k-<1M	Public tender	AVP Research	VP Research	President	President	<a href="#">Procurement Services</a>
1M- <5M	Public tender	VP Research	VP Research	Executive committee	Executive committee	<a href="#">Procurement Services</a>
5M-<10M	Public tender	VP Research	VP Research	Executive committee	Executive committee	<a href="#">Procurement Services</a>
10M+	Public tender	VP Research	VP Research	Executive committee	Executive committee	<a href="#">Procurement Services</a>