

Spending Authority Policy Procedures

(April 2019)

SECTION 1: SPENDING AUTHORITY – MAXIMUM VALUE OF TRANSACTION

- 1.1. Spending Authority, as defined and referenced in the Spending Authority Policy, is distinct and separate from a Signing Authority (the authority to sign documents that bind the University to a legal instrument). Signing Authority is addressed in the “Signing Authority Policy”.
- 1.2. Under the Spending Authority Policy, Spending Authorities are assigned a maximum value per transaction (based on their role within the organization) that can be authorized for all expenditures, requisitions and commitment of University funds. Common examples of authorization requests in which this policy applies include:
 - 1.2.1. External Purchase Requisitions;
 - 1.2.2. Internal Requisitions;
 - 1.2.3. Corporate credit cards;
 - 1.2.4. Hospitality, Entertainment and Other Expenditures Authorization and Claim Form;
 - 1.2.5. Travel Authorization, Travel Advance and Travel Expense Report (Claim) Forms;
 - 1.2.6. Staffing Authorization Requests for faculty, staff and research;
 - 1.2.7. Personnel Transaction Forms;
 - 1.2.8. Employment Agreements for students, graduate students, research/other assistants.
- 1.3. In cases where transaction values exceed the maximum value a Spending Authority can authorize, authorization shall be obtained following One-Over-One Authorization (see policy for definition).
- 1.4. PDTR travel and expense claims shall be counter-signed by one administrative level higher than the Traveler/Claimant to verify that the reimbursement is for University activities pertaining to the Traveler/Claimant’s job requirements.

SECTION 2: DELEGATION OF ACCOUNT AUTHORITY

- 2.1 Financial Services shall receive written notification at least 5 days in advance of when Account Authority is to be delegated. This notice should be made either by e-mail to payments@upei.ca or in writing addressed to the Manager of Financial Services. The notice should include:
 - Account Authority’s name
 - Account number(s)
 - Name of individual receiving the delegation
 - Dates for which the delegation is in place

This notice should also provide a written confirmation that both the delegator and employee receiving Account Authority are aware of the delegation.