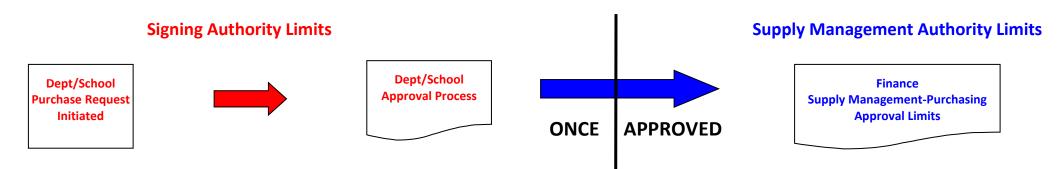


FN.12.1.1 Signing Authority – Revenue Generating, Expenditure and other Contract/Agreements

Schedule B: Supply Management Approval Workflow (Expenditure)



Required Signature	Approval limits] _
President and CEO and One (1) Vice	≥ \$5 million	
President		
President and CEO	< \$5 million	
Vice President	< \$2 million] [
Associate Vice President / CIO	< \$1 million	
Dean, Director	< \$250,000	
Associate Dean, Associate Director	< \$100,000]
Academic Chair, Manager	< \$50,000	
Supervisor/Team Lead/Coordinator	< \$10,000	
Delegated Department/School Positions	< \$5,000]
ie: Instructor, Administrative or Support		
Roles		В
		·

Purchase Acquisition Authority	Approval Limit
CFO & Vice President or Associate Vice President, Finance	≥ \$1,000,000
Supply Management, Purchasing Manager	< \$1,000,000 Purchase Orders Only
Supply Management, Purchasing Officer	< \$75,000 Purchase Orders Only

- **A.** May commit SAIT to Agreements and contracts within the current fiscal year.
- **B.** May not commit SAIT to Agreement and contracts.

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