

AUTHORIZATION CHART

Position	Credit Cards (Chart B)	PO and Cheque Req - up to \$500	PO and Cheque Req - up to \$2,500	PO and Cheque Req - up to \$4,999	PO and Cheque Req - up to \$9,999	PO and Cheque Req - up to \$49,999	PO and Cheque Req - up to \$99,999	Travel Request Approval	Travel Expense Claims	Petty Cash	Emergency Student Loans	Imprest Cheques	Subcontractor Contracts - up to \$4,999	Subcontractor Contracts - up to \$9,999	Subcontractor Contracts - up to \$49,999	Subcontractor Contracts - up to \$99,999	Timesheets	Temporary Contracts	Overtime	Leave of Absence Forms
Aboriginal Advisors		X																		
Aboriginal Coordinator	X	X																		
Regional Librarian	X			X				X	X	X										
Coordinator Library Services	X			X				X	X								X			X
Library Technician	X									X										
Director of Facilities	X					X		X	X						X		X	X	X	X
Manager Safety and Facilities	X			X				X	X				X				X	X	X	X
Facilities Coordinator	X	X																		
Director of Network Operations	X					X		X	X						X		X	X	X	X
Senior Information Technologist	X	X																		
Vice President, Education	X						X	X	X	X	X	X				X	X	X	X	X
Dean	X					X		X	X						X		X	X	X	X
Associate Dean	X			X				X	X				X				X	X	X	X
Dean Secretary		X																		
Apprentice Coordinator	X	X																		
International Education Coordinator				X									X							
Program Chair	X		X																	
Tool Attendant - AME	X	X																		
Tool Attendant - Welding	X	X																		
Tool Attendant - Trades	X	X																		
WFT Coordinators	X			X				X	X			X	X				X	X		

★ For Temporary CE Instructors only

▲ For Library Staff only