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Position	Credit Cards (Chart Attached)	PO and Cheque Req - up to \$500	PO and Cheque Req - up t0 \$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 tp \$4,999	Subcontractor Contracts - up tp \$9,999	Subcontractor Contracts - up tp \$49,999	Subcontractor Contracts - up tp \$99,999	Timesheets	Temporary Contracts	Overtime	Leave of Absence Forms
Executive Assistant	Ιx		<u> </u>	<u> </u>	X	<u> </u>	<u></u>	X	X	<u> </u>	ш		0, 0,	0, 0,	<i>U</i> 1 <i>U</i> 1	01 01	X	X	Х	X
Confidential Secretary		Х																		
Executive Director Communications	Х					Х		Х	Х						Х		Χ	Χ	Χ	Х
Director of Communications	Х					Χ		Х	Χ						Х		Χ	Χ	Χ	Х
Recruiter	Х	Χ																		
Communications Assistant		Х																		
Vice President, Corporate Services	Х						Χ	Х	Χ							Х	Χ	Χ	Χ	Х
HR Manager	Х			Х									Х				Χ			Х
HR Advisor	Х		Χ																	
Payroll/Benefits Administrator			Χ														Χ			Х
Student Development Coordinator	Χ	Χ																		
Disability Services Coordinator	Χ	Х																		
Registrar	Χ					Χ		Χ	Χ						Χ		Χ	Χ	Χ	Χ
Associate Registrar			Χ														Χ			Χ
Dean of Student Services	Χ					Χ		Χ	Χ		Χ				Χ		Χ	Χ	Χ	Χ
Student Life and Event Planner	Χ	Χ																		
Executive Director Foundation		Χ																		
Campus Administrator	Χ					Χ		Χ	Χ	Χ	Χ	Χ			Χ		Χ	Χ	Χ	Χ
Administrative Assistant	Χ				Χ			Χ	Χ	Χ	Χ	Χ		Χ			Χ	Χ	Χ	Χ
Residence Manager		Χ																		
Cafeteria Manager	Χ		Χ																	
Financial Aid Clerk												Χ								
Regional Bookstore Retialer	Χ	Χ																		
Senior Bookstore Retialer	Χ	Χ			ļ															

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Position	Credit Cards (Chart B)	PO and Cheque Req - up to \$500	PO and Cheque Req - up t0 \$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 tp \$4,999	Subcontractor Contracts - up tp \$9,999	Subcontractor Contracts - up tp \$49,999	Subcontractor Contracts - up tp \$99,999	Timesheets	Temporary Contracts	Overtime	Leave of Absence Forms
Aboriginal Advisors		Χ																		
Aboriginal Coordinator	Χ	Χ																		
Regional Librarian	Х			Χ				Х	X	Χ										
Coordinator Library Services	Χ			Χ				Χ	Χ								Χ			Χ
Library Technician	Χ									Χ										
Director of Facilities	Χ					Χ		Χ	Χ						Χ		Χ	Χ	Χ	Χ
Manager Safety and Facilities	Χ			Χ				Χ	Χ				Χ				Χ	Χ	Χ	Χ
Facilities Coordinator	Χ	Χ																		
Director of Network Operations	Χ					Χ		Χ	Χ						Χ		Χ	Χ	Χ	Χ
Senior Information Technologist	Х	Χ																		
Vice President, Education	Χ						Χ	Χ	Χ	Χ	Χ	Χ				Χ	Χ	Χ	Χ	Χ
Dean	Χ					Χ		Χ	Χ						Х		Χ	Χ	Χ	Χ
Associate Dean	Χ			Χ				Χ	Χ				Х				Χ	Χ	Χ	Χ
Dean Secretary		Χ																		
Apprentice Coordinator	Χ	Χ																		
International Education Coordinator				Χ									Х							
Program Chair	Χ		Χ																	
Tool Attendant - AME	Χ	Χ																		
Tool Attendant - Welding	Χ	Χ																		
Tool Attendant - Trades	Х	Χ															1			
WFT Coordinators	Χ			Χ			1	Χ	Χ			Χ	Χ				Χ	X		

[★] For Temporary CE Instructors only

For Library Staff only