

**Elk Island Public Schools**  
**Administrative Procedure 514: Signing Authority**  
**Signing Authority Matrix (SAM)**  
Updated Jan. 21, 2021

**Appendix A**

This SAM is to be used in conjunction with AP514: Signing Authority.

Position	Ref	Comment	Board of Trustees	Superintendent	Secretary-Treasurer	Associate Superintendent	Director, Principal	Assistant Director, Assistant Principal	Bookkeeper, Executive Assistant, Foreman, Manager	All Other Staff	
			Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	
<b>Revenue</b>		Note 2	No limit	No limit	\$ 250,000	\$ 75,000	\$ 25,000	\$ 10,000	Nil	Nil	
<b>Operating and Capital</b>	(1) Requisition and enter into purchase orders with external parties for goods and services (over \$5,000), (2) Payment for direct purchases (under \$5,000), or (3) Enter into other <b>commitments, agreements and/or contracts</b> with external parties for goods and services excluding:	AP515	Note 1, Note 2	No limit	No limit	\$ 300,000	\$ 50,000	\$ 50,000	\$ 20,000	\$ 5,000	Up to P-Card transaction limit
	Leases (non-capital)	AP515	Note 2	No limit	No limit	\$ 200,000	\$ 200,000	\$ 100,000	Nil	Nil	Nil
	Facility Services Contracts	AP515	Facility Services only Note 2	No limit	No limit	\$ 200,000	Nil	\$ 100,000	\$ 50,000	\$ 5,000	Nil
	<i>As per AP 514, payment of invoices within five per cent or \$5,000, whichever is lower, of an approved value (contract, PO, written agreement) is considered authorized, upon verification of receipt of goods.</i>										
	Payment for Goods and Services above five per cent or \$5,000, whichever is lower, of an approved value (contract, PO, etc.)	AP515		No limit	No limit	\$ 300,000	\$ 50,000	\$ 50,000	\$ 20,000	Nil	Nil
	Purchase of <b>Real Property</b> (land and buildings)			No limit	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	Enter into <b>Capital Projects</b>	AP516		No limit	No limit	\$ 500,000	Nil	Nil	Nil	Nil	Nil
<b>Disposals</b>	Sale of Real Property (land and buildings)	AP518		No limit	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	Other Property Disposal or Write-off, including bill of sale authorization	AP518		No limit	No limit	\$ 100,000	\$ 50,000	\$ 50,000	Nil	Nil	Nil
<b>P-Cards</b>	Add Card or Change Limits	Manual		No limit	No limit	\$ 25,000	\$ 25,000	\$ 10,000	\$ 10,000	No	No
	Remove Card	Manual		Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
	Non-Monetary Card Changes, or Monthly Statement Approval	Manual		Yes	Yes	Yes	Yes	Yes	Yes	No	No
<b>Human Resources</b>	Create, modify, offer or terminate Executive <b>Employment Contracts</b>			Yes	Yes	No	No	No	No	No	No
	Create new <b>Positions</b> and Employment Personal Services Contracts			No	Yes	No	Yes - Associate Superintendent, HR	No	No	No	No
	<b>Fill</b> vacant Positions or modify positions within approved budget			Yes	Yes	Yes	Yes	Yes	No	No	No
	<b>Terminate</b> employees			Yes	Yes	No	No	No	No	No	No
	Authorization of timesheets, attendance, and absences			Yes	Yes	Yes	Yes	Yes	Yes	No	No

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Accounting and Other	Journal Vouchers: Operating Budget SGF	Department & Schools only. Financial Services - see exceptions in Appendix C	No limit	No limit	No limit	No limit	No limit	\$ 10,000	\$ 5,000	Nil
	Write Offs: A/R, Benefits (excl: Property)	Financial Services only	No limit	No limit	No limit	Nil	\$ 50,000	\$ 25,000	Nil	Nil
	Write Offs: School Fees	AP505	Nil	Nil	Yes - waiver only	Nil	Yes - not covered by waiver	Nil	Nil	Nil
	Credit Facility Agreements	AP503	No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	Banking (Deposit) Agreements	AP503	No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	Cheque Signing	AP503	No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil
	Purchase and Redeem Investments	AP503	No limit - Any 2 of: Board Chair, Superintendent, or Secretary-Treasurer				Nil	Nil	Nil	Nil

- (1) Other staff have authority to purchase to the extent of the limits (transaction and monthly) that have been established on their P-Card.
- (2) Based on the value over the entire term of the contract or lease (including extensions) rather than the annual value of the contract or lease.