Delegation of Authority - Change Request Form

Employee Name: ____________________________

Position Title: ____________________________

Department: ________________________________

Academic Unit/s #: __________________________ Supervisor: ____________________________

Effective Date: ____________________________ Expiry Date: ____________________________

Budget Management

10  Allot funds to responsibility centres
11  Reallocate financial resources within a department
12  Accruals (carry over), Contingency Liabilities, Commitments, Capital Leases
13  Authorize payments to recipients
14  Reallocate financial resources between line accounts within a responsibility centre (RC)
15  Receive record and deposit revenue
16  Refund revenue

Purchasing and Supply

21  Purchase goods and services for the specified limit through the competitive process, up to limit of RC allocation, with an approved requisition
22  Purchase goods < $25,000 without the competitive process (Single Source, Select Purchase, Sole Source)
23  Purchase services < $50,000 without the competitive process (Single Source, Select Purchase, Sole Source)
24  Issue and cancel employees purchasing cards
25  Authorize purchase of goods or services using the purchasing card
26  Establish, increase and decrease petty cash floats
27  Requirements for licensing, renting, leasing and purchasing of Info. Tech, with no limit, with VOR
28  Requirements for licensing, renting, leasing and purchasing of Info. Tech, < $25,000.00 with no VOR
29  Requirements for licensing, renting, leasing and purchasing of Info. Tech, > $25,000.00 with no VOR
30  Consultant Services Invoice Payment and General Invoice Payment Delegation (Goods Received Only)

Asset Management

31  Dispose of surplus assets (except IT equipment, vehicles and motorized equipment)
32  Dispose of surplus vehicles and motorized equipment
33  Redeploy and dispose of IT equipment
34  Redeploy surplus assets (except IT equipment, vehicles and motorized equipment)
35  Security of assets
36  Lease real property (redelegation currently under review)
37  Authorize RC to acquire leasehold improvements on real property
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>Authorize RC to acquire repairs and maintenance for real property</td>
</tr>
<tr>
<td>39</td>
<td>Authorize RC to acquire or dispose of leased or owned real property, including subletting space</td>
</tr>
<tr>
<td>40</td>
<td>Ensure physical security of the work environment and confidential records</td>
</tr>
</tbody>
</table>

**Employee Expenses**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Authorize employee travel outside Ontario and employee travel claims</td>
</tr>
<tr>
<td>42</td>
<td>Issue and cancel employee Visa Cards</td>
</tr>
<tr>
<td>43</td>
<td>Issue and cancel long distance telephone calling cards to employees</td>
</tr>
<tr>
<td>44</td>
<td>Approve employee expense reports and purchase requisitions</td>
</tr>
</tbody>
</table>

**Comments**

In accordance with the Delegation of Authority Framework, I have assessed the risks associated with this delegation of my authority.

**Reports To:**

(Print Surname, Given Name of Supervisor)  (Signature of Supervisor)