

## Delegation of Authority - Change Request Form

Employee Name: \_\_\_\_\_  
(Surname, Given Name)

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Academic Unit/s #: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Effective Date: \_\_\_\_\_  
(Month / Day / Year)

Expiry Date: \_\_\_\_\_  
(Month / Day / Year)

**Add:**  
**Change:**  
**Delete:**

---

### 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

- 38  Authorize RC to acquire repairs and maintenance for real property
- 39  Authorize RC to acquire or dispose of leased or owned real property, including subletting space
- 40  Ensure physical security of the work environment and confidential records

---

**Employee Expenses**

- 41  Authorize employee travel outside Ontario and employee travel claims
- 42  Issue and cancel employee Visa Cards
- 43  Issue and cancel long distance telephone calling cards to employees
- 44  Approve employee expense reports and purchase requisitions

---

**Comments**

.....

.....

.....

Employee: \_\_\_\_\_

---

***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)*

---



.....  
.....  
.....