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| Policy Code – Version: F9 – V3 | |
| Policy Name: Levels of Authorization Required for the Expenditure of Operating Funds | |
| Approved by motion of Board on | 28/09/2015 |
| Cross Reference F3 – OSTA Budget; F4 - Corporate Credit Cards; F10 - Petty Cash Funds; F13 - Purchasing Cards; G13 - Signing Officers | |
| Related Forms OSTA Payment Requisition OSTA Request for Cash Advance OSTA Travel Expense Claim | |

Policy Statement

- The expenditure of Ottawa Student Transportation Authority operating funds shall be for the purpose provided in the annual budget or in any subsequent Ottawa Student Transportation Authority directive, and shall be disbursed in accordance with the levels of authority established by the Board of Directors.
- Expenditure Authorization Limits:

The maximum dollar value of any transaction that one may approve on one's own will be limited as follows:

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| Administrative Assistant | \$300 |
| Controller | \$3,000 |
| Transportation Coordinator | \$10,000 |
| Operations and Systems Coordinator | \$25,000 |
| Assistant General Manager | \$50,000 |
| General Manager | \$250,000 |

Expenditures in excess of \$250,000 will require the approval of the Board of Directors. For purposes of this policy, transaction means the total value of a

contract, agreement, tender, or purchase regardless of the number of installments or payments to be made.

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| Procedure |
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1. Ottawa Student Transportation Authority operating funds/expenditures will be deemed to include all funds and expenditures save and except those funds/expenditures considered to be capital funds/expenditures.
2. All expenditures will be documented and submitted for approval on appropriate OSTA forms developed for the specific expenditure type.

3. Authorization Levels

Subject to the Ottawa Student Transportation Authority’s policy entitled Budget, and to the expenditure limits authorized in Administrative Procedure 5 below, unless specifically exempted, the following details the required levels of authorization according to transaction type and functional area to effect a purchase or expenditure transaction on behalf of the OSTA:

a) Transportation and General Administrative Services

- **Purchase Orders**

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| General | General Manager |
| | or Assistant General Manager |
| Technology Assets | Coordinator Operations and Systems |

- **Requests for Cash Advances for authorized travel**

Requests require authorization by an OSTA member one level above the requestor in OSTA’s organizational hierarchy.

- **Travel Expense Claims**

Requests require authorization by an OSTA member one level above the requestor in OSTA’s organizational hierarchy.

- **Petty Cash Statements**

- Assistant General Manager or General Manager

- **Payments Direct from Invoice**

- Assistant General Manager or General Manager

- **Corporate Credit Cards**

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| Assistant General Manager | General Manager |
| General Manager | President or Vice-President |
| President | General Manager |
| | Treasurer or Secretary |
| Controller | General Manager |

- **Addition of Vehicles to Service Contract**

- Transportation Coordinator AND
- Assistant General Manager or General Manager

- **Acquisition of Specialized Equipment for use in the transportation of students**

- Assistant General Manager or General Manager

- **Overtime**

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| Transportation Assistant | Transportation Coordinator and Assistant General Manager (as required by Note) or General Manager |
| Transportation Coordinator | Assistant General Manager |
| | Or General Manager |
| Transportation Systems Administrator | Operations and Systems Coordinator |
| | Assistant General Manager (as required by Note) or General Manager |
| Other Staff | General Manager |

- **Payment Requisitions** (not subject to Policy Statement #2)

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| Installment payments in adherence with approved Ottawa Student Transportation Authority contractual agreements (including transportation service contracts for large and small vehicles, contracted consultant services, etc.) | Assistant General Manager |
| | Or General Manager |
| Renewal and/or maintenance of approved software license contracts | Operations and Systems Coordinator |

Where multiple levels of authorization are required, all such levels of authorization will normally appear on the respective purchase or expenditure transaction documentation evidenced by signatures.

Exceptions may be made in unusual circumstances provided that the most senior level of authorization has been obtained.

4. Signature Requirements

- a) All approvals will be evidenced by the signature or initials of the appropriate authority.
- b) For control purposes, the Ottawa Student Transportation Authority's Finance & Admin Coordinator will maintain a record of specimen signatures and initials of authorized individuals noted in Administrative Procedures 3.
- c) When an authorized person approves a transaction using the Ottawa Student Transportation Authority's established accounting system or any other electronic system maintained or contracted for service by the OSTA, it shall be considered the same as if the person had signed the document manually.

Where users are provided password access to approval systems noted above depending on their position they, in order to protect the integrity of the data entered, will not share their password with others.

5. Counter Signature

No persons, regardless of their level of authorization, may approve payments to themselves on the basis of their signature alone. OSTA Payment Requisitions, OSTA Travel Expense Claim forms, etc., will be approved by the claimant's supervisor or by another designated authority.

6. Delegation of Signing Authority

The budget expenditure authorizations noted in Administrative Procedure #3 will not be delegated.