FACULTY OF MATHEMATICS & SCIENCE

Internal Policy: Delegation of Electronic Signing for Purchase Orders
Date of Approval: July 16, 2007
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PURPOSE

Establish an internal policy for electronic signature of purchase requisitions within the Faculty of Mathematics and Science.

SCOPE

This policy applies to employees designated by the Dean of Mathematics and Science, to electronically approve purchase requisitions against departmental "115" operating accounts.

STATISTICS

Faculty of Mathematics & Science - Operating Accounts "115"

	Annual Volume	%	Total $ Value	%
P.O.'s ≤ 1k	989	92.7	$193.5k	38.6
P.O.'s ≥ 1k	78	7.3	$308.3k	61.4

BACKGROUND

It is the intention of the Faculty of Mathematics and Science, to establish an efficient and consistent electronic signature policy that simplifies the approval process. Periodic departmental reviews and internal audit examinations will be conducted to verify compliance to this policy.

POLICY

1. A purchase requisition for supplies, equipment or services shall be approved by person(s) who have been delegated electronic signing authority by the Dean of Mathematics and Science.
2. It is the responsibility of the Faculty Budget Officer to maintain a list of delegated employees authorized to electronically approve purchase requisitions.

3. Electronic signing authority is limited to a maximum of 1,000 Canadian dollars (excluding taxes and freight) per purchase order.

4. Splitting or stringing of purchase requisitions to circumvent the delegated electronic authority level is prohibited.

5. The designated employee who electronically approves a purchase order cannot receive goods and subsequently close off against a Purchase Order in the system. These two functions must be handled by separate personnel.

6. Periodic departmental reviews and internal audits will be conducted and documented by the Faculty Budget Officer to ensure compliance to this internal policy. Specific purchase orders will be selected and audited to verify who “received” against a purchase order and who “created” a corresponding requisition.