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Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 2	Number 042-RSJ-H
Policy Title Signing Authority – Operating and Capital Expenditures (Non-Salary)		Date 05 October 2022	
Supersedes 01 November 2015	Cross Reference 003 – PROC Interpretation and Definitions 004 – PROC Competitive Procurements (SJHH)	Issuing Authority RSJ-H Board of Directors	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 PURPOSE & SCOPE

This policy is intended to identify the authorization levels of Research St. Joseph's – Hamilton (RSJH) required to approve the procurement of operating and approved capital expenditures, as processed through a purchase order, invoice, request for payment, credit card, request for research patient participation funds and expense reimbursement form (the "Expenditures"). This policy excludes payroll related expenditures, salary expenditures invoiced by McMaster, and contracts, documents and other instruments that bind RSJH ("Instruments"). Signing authority of Instruments is governed by 043 – RSJ-H Signing Authority – Instruments.

All Expenditures must be in accordance with the St. Joseph's Healthcare Hamilton 004 – PROC Competitive Procurements policy and must meet eligibility requirements set forth in any related research funding agreements. The approval of Expenditures is based on the dollar value of the item(s), the nature of the Expenditure, and the position as defined under the definitions section of this policy.

2.0 DEFINITIONS

- 2.1 Board.** The Board means the board of directors of the Corporation as set out in the By-Laws of the Corporation.
- 2.2 Board Chair.** The Board Chair means the Chair as set out in the By-Laws of the Corporation.
- 2.3 Board Vice-Chair.** The Board Vice-Chair means the Vice-Chair as set out in the By-Laws of the Corporation.
- 2.4 Chief Financial Officer.** The Chief Financial Officer means the officer responsible for the financial affairs of the Corporation.
- 2.5 Scientific Director.** The Scientific Director means the Scientific Director responsible for the general and active administration, organization and management of the affairs of the Corporation.

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- 2.6 Executive Director.** The Executive Director means the Executive Director responsible for managing and directing the business and affairs of the Corporation.
- 2.7 Account Holders.** Account Holders mean the Account Holders who have overall responsibility for Expenditures charged to a cost centre.
- 2.8 Designated Signing Authority.** Designated Signing Authority means any individual who has been pre-authorized by the Account Holder to approve Expenditures charged to the Account Holder's cost centre.

3.0 POLICY

The Account Holder and the Designated Signing Authority are responsible for ensuring that all Expenditures charged to a cost centre are in compliance with all RSJ-H policies, as well as any as any related funder policies and funding agreements.

- 3.1** The dollar limitations for Expenditure authorization are as follows:

Position Approval Level	Dollar Limitation
The Account Holder, plus the Board Chair or the Board Vice-Chair as a delegate of the Board Chair, and any one of the Scientific Director or the Chief Financial Officer	Greater than \$1,000,000
The Account Holder, plus the Chief Financial Officer and any one of the Scientific Director or the Executive Director	\$250,000 - \$1,000,000
The Account Holder, plus any two of the Scientific Director, Chief Financial Officer or Executive Director	\$50,000 to \$250,000
Account Holder	Up to \$50,000 (for all equipment purchases of over \$3,000, the Executive Director must also be a signatory)
Designated Signing Authority	Up to \$10,000 (excluding equipment over \$3,000)

- 3.2** Individuals are not allowed to approve any Expenditure to be made payable to themselves. In this event, a 'one-up' level of approval is required to approve the expense while following the dollar limitations in section 3.1 of this policy.
- 3.3** All Expenditures will be submitted in accordance with Research Finance processes and administered through the electronic accounts payable system. All Expenditures will be reviewed for accuracy and compliance prior to approval.