

HALDIMAND COUNTY

POLICY No. 03-10

Subject: AUTHORIZATION LIMITS FOR PAYMENT OF INVOICES

Purpose:

To establish the authorization limits for payment of invoices.

Policy:

Authority limits for payment are as follows:

POSITION	DETAIL	LIMIT
Mayor	All expenditures	Unlimited
Chief Administrative Officer	All expenditures	Unlimited
General Manager	All expenditures	Unlimited
Manager	General Purposes – day-to-day departmental requirements	Under \$25,000
Manager	Payments for approved Contracts.	Unlimited
Supervisor	General Purposes – day-to-day departmental requirements	Limit to be set by General Manager to a maximum of \$5,000
Administrative Coordinators, Administrative Assistants	Supplies and materials for department/division.	\$500

Authority for payments relate to payments of amount contained in approved budgets or by resolution only.

Topical Index	Administration
Policy Number	03-10
Short Title	Authorization Limits for Payment of Invoices
SMT Approval Date	February 13, 2003
Council in Committee	April 14, 2003 Recommendation # 8
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