#### Sample Purchasing Approval Limits

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| **Purchase Values** ***[amounts used for illustration only – will vary depending on the First Nation’s situation]*** | **Process to be followed:** | **Who is responsible:** |
| Less than $100 | Petty Cash | Petty Cash Clerk |
| Greater than [$100] | Less than or equal to [$1,000] | Low Value2 | Division Manager1 |
| Greater than [$1,000] | Less than or equal to [$5,000] | Low Value2 | Division Manager  |
| Greater than [$5,000] | Less than or equal to [$25,000] | Moderate value: Informal Quotation3 | Senior ManagerSenior Financial Officer |
| Greater than [$25,000] | High value:Tender Call/Request for Proposal | Council, Senior Manager and Senior Financial Officer |

1. Division Manager = Department Manager or equivalent.

2. Low Value = Contractual arrangement for low value procurement process: in this, employees with appropriate authority as set out in this policy may sign an invoice indicating that the goods or services have been received and the contractor/supplier may be paid.

 3. Informal Quotation = obtaining informal quotes where practicable through advertisements, direct solicitations to contractors/suppliers and other methods in effort to compare prices.