

# Online Purchase Requisition Approvals

## Operational Expenditures

For amounts up to \$999.99: One signature is required from either the Dean, the Associate Dean, or the Administrative Manager of the Unit/Department, or a designate in his/her absence.

For amounts over \$1000.00: Two signatures are required, one from each of the following categories:

1. Acting Dean, Associate Dean or Administrative Manager
2. Vice President, Finance and Administration, or President

## Capital Expenditures

Capital purchases are defined as:

Furniture, equipment, and hardware/software costing \$1000.00 or more and having a useful life of more than one year.

Two signatures are usually required, one from each of the following categories:

1. Dean, Associate Dean or Administrative Manager
2. Vice President, Finance and Administration, or President

A third signature from the Manager, Information Technology Services is required when the Capital purchase is for Computer hardware or software.

Exception: Capital purchases related to the library collection require only one signature from the Director of Information Services.

## Note to online approver:

Please re-assign your designation during planned absences.

**If you require further information contact:  
Accounts Payable at 3834  
or**

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