

AUTHORITY MATRIX

Revised 14 Dec 2018

		Position	Document	President	Provost & VP (Academic)	VP (Finance and Services)	VP (Research)	VP (Facilities Mgmt and Development)	VP (External Relations)/ VP (Development)	Associate Vice Presidents/CIO/ Dean/Vice Provost ⁴	Manager M4/ Assoc Dean/ Department Head/ Assist Dean/ Academic Directors/ Vice Deans/ Assoc Vice Provost	Manager M3	Manager M1-2/ professional P3-5/ Tech Professional T3-5	Supervisor	Project Owner	Project Activity Owner	
				10	9	8	7	6	5	4	3	2	1	T	PC	PC	
D E C I S I O N A U T H O R I T Y	1	Authorization ⁹ of Operating Expenditures ¹ (approved ¹⁰ Operating, Research, Project Budget)	Purchase Requisition or Purchase Card Reconciliation	up to approved budget	up to \$1.25 million	up to \$650,000	up to \$650,000	up to \$650,000	up to \$650,000	up to \$500,000	up to \$350,000	up to \$100,000	up to \$35,000	time approval only	up to \$250,000 ²	up to \$50,000 ²	
	2	Authorization ⁹ of Capital Build or Renovation Expenditures ¹	Purchase Requisition	up to approved budget	n/a	n/a	n/a	up to \$20 million	n/a	up to \$5 million	up to \$500,000	n/a	n/a	n/a	up to \$500,000 ²	up to \$100,000 ²	
	3																
	4	Authorization ⁹ of Capital Equipment and IT Research Expenditures ¹ (approved ¹⁰ Equipment or IT Budget)	Purchase Requisition	up to grant value	up to \$3 million	up to \$3 million	up to \$3 million	up to \$3 million	up to \$3 million	up to \$3 million	up to \$1 million	up to \$750,000	up to \$100,001	up to \$100,000	n/a	up to \$500,000 ²	up to \$100,000 ²
	5																
	6	Authorization ⁹ of Grant Agreements ¹ or revenue-based contracts with external parties	Contract Tracking Sheet or equivalent	up to grant value	n/a	up to \$3 million	up to \$3 million	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	7	Authorization ⁹ of new Positions ⁵ or changes to existing Positions	Position Requisition or equivalent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	8	Authorization ⁹ to fill vacant positions ⁵ or hire non-positioned roles	Hiring Form or equivalent	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	n/a	Yes	Yes
	9	Authorization ⁹ of Travel and Expense reimbursements (approved ¹⁰ Operating, Research, Project Budget)	Expense Form	up to approved budget	up to \$50,000	up to \$50,000	up to \$50,000	up to \$50,000	up to \$50,000	up to \$50,000	up to \$25,000	up to \$15,000	up to \$5,001	up to \$5,000	n/a	up to \$25,000 ³	up to \$10,000 ³
	10	Transactional Authority to sign Contracts ¹ with external parties for goods and services ¹	Purchase Order or Contract	greater than \$20 million	n/a	up to \$20 million	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	11	Transactional Authority to sign Grant Agreements ¹ or revenue contracts with external parties ¹ (excluding donations)	Contract	greater than \$20 million	n/a	up to \$20 million	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
	12	Authority to sign Contracts with external parties with no monetary implications	Contract	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	Within area of accountability	n/a	n/a	n/a	n/a	n/a	n/a
	13	Transactional Authority to create or modify positions and to offer or modify Employment Contracts ⁷	Employment Contract	up to approved budget	n/a	up to approved budget below VP	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

These limits are valid only against an approved budget or AFE for projects

¹This is a total value maximum that includes total value of commitments over the life of the requirement (i.e. multi-year commitment).

²For Research funded projects, Project Owner is Principal Investigator or Designate. Every expenditure against Research Grants must be authorized by the Principal Investigator or Designate, IN ADDITION to any additional approvals required by this authority matrix.

³For Research funded projects, Project Owner is Principal Investigator. Every travel and expense reimbursement against Research Grants must be authorized by the Principal Investigator ONLY, IN ADDITION to any additional approvals required by this authority matrix. Travel and Expense reimbursement claims for Principal Investigators must be approved by a Department Owner.

⁴Dean at Qatar campus may have additional authority as granted by the President.

⁵Positions that are tracked within Position Management.

⁶Decision Authority: over resource allocation within approved budgets and in accordance with University policy for the purpose of executing accountabilities.

⁷Processing or Transactional Authority: permission to execute transactions and sign contracts up to limits established by relevant University policies or delegated authority. Permission to execute and/or enter into agreements and contracts on behalf of the University.

⁸Authorities are restricted to University of Calgary employees within these stated or equivalent roles.

⁹Authority is granted to positions or roles, not to individuals and is restricted to within the scope of the role's accountabilities and responsibilities.

¹⁰Every DeptID, Research and Non-Research Project is limited to one accountable position. Temporary delegation is allowed; only Research Projects allow. Permanent Delegation