CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

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Appendix B: Procurement Approval Authority Schedule (PAAS)

	Procurement Method	Procurement Value	Approval Authority	Required Documentation
Goods & Services	Designated Supplier, Written Quote	Less than $10,000	Authorized Budget Holder	Electronically authorized requisition
	Non-competitive	$10,000 and over	Superintendent of Business or designate	Authorized Non-Competitive Approval Form (Appendix D)
	Invitational or Open Competitive	$10,000 - $121,199	Manager of Finance or designate	Electronically authorized purchase order and Authorized Bid Summary (if open competitive)
	Open Competitive	$121,200 and over	Superintendent of Business or designate	Authorized Bid Summary and Electronically authorized purchase order
Consulting Services	Non-Competitive	$1,000,000 and over	Board of Trustees	Authorized Non-Competitive Approval Form (Appendix D)
		Less than $1,000,000	Director of Education or designate	
	Invitational or Open	Any Value	Superintendent of Business or designate	Electronically authorized purchase order and Authorized Bid Summary (if open competitive)
School Budget & SGF Goods & Services	Designated Supplier, Written Quote	Less than $5,000	Principal, CSC Chair, Treasurer	Refer to Fundraising in Schools Administrative Procedure
	Invitational or Open Competitive	$5,000 - $121,199	Manager of Finance or designate	Electronically authorized purchase order and Authorized Bid Summary (if open competitive)
		$121,200 and over	Superintendent of Business or designate	Electronically authorized purchase order and Authorized Bid Summary (if open competitive)