

## Spending Authority Policy

### Purpose

The Board of Directors is responsible for the financial oversight of the Manitoba College of Social Workers (the College) and has a duty to ensure adequate material and fiscal resources for the operation of the College. [By-Law 2-6(i)]

### Policy

The Executive Director/Registrar has the authority to sign contracts and invoices or instruments for services, purchases, grants or other expenditures that were not expressly approved in the annual budget on behalf of the College below the following amounts:

1. Purchases below \$5,000
2. Contracted professional services below \$30,000

The Executive Director/Registrar will obtain MCSW Board approval when signing contracts and invoices not expressly approved in the budget in excess of the amounts indicated above.

The Executive Director/Registrar will obtain MCSW Board approval on lease agreements for office space.

The Executive Director/Registrar will ensure appropriate tendering processes are followed for purchases or professional services including:

1. Screening for conflict of interest
2. Ensuring tendering and selection is competitive, taking into account price, quality, delivery and installation
3. Establishing funding agreements for grants and professional services

### Definitions:

“Funding Agreement” means a written document (i.e. contract, letter/memorandum of understanding) that specifies stipulations or conditions for the provision of funds.

“Grant” means financial support to hire staff, to conduct research or to conduct a project to support the operations of MCSW.

“Purchases” mean procurement of goods and materials such as furniture, office equipment and computers.

“Professional Services” means services obtained to support the operations of the College (i.e. cleaners, security, analysts, web designers, issue consultation) that are secured through written contracts or letters/memorandums of understanding.