



Lloydminster Catholic School Division - Administrative Procedures

AP 518 Purchasing / Approval Matrix

Related LCSD AP's	AP 515 - Purchasing
Form(s)	
References:	<i>The Education Act, 1995</i> sections 85, 87 The Education Regulations, 2019 sections 72, 73
Received by the Board:	Update:
August, 2020	August, 2020

Type of Purchase/Purchaser	Payment method	Accounting form	Timing of approval	Approver
Decentralized budget				
Reimbursement up to \$100	petty cash	p cash slip	after	Principal
Purchases up to \$500	pcard	no P.O.	after	Principal
Purchases up to \$500	ap cheque	no P.O.	before	Principal
Purchases > \$500 up to max annual budget approved	ap cheque	P.O.	before	Principal
Purchases > \$1,000 up to max annual budget approved	pcard	P.O.	before & after	Principal
Per diem reimbursement (mileage/meals)	ap cheque	pd approval form	before & after	Principal
School Generated Funds				
Reimbursement up to \$100	petty cash	p cash slip	after	Principal
Purchases up to \$1,000	pcard	no P.O.	after	Principal
Purchases up to \$500	ap cheque	no P.O.	after	Principal
Purchases \$500 - \$1,000	ap cheque	P.O.	before	Principal
Purchases > \$1,000	pcard, ap cheque	P.O.	before & after	Principal & CFO
Per diem reimbursement (mileage/meals)	ap cheque	approval form	before & after	Principal
SCC				
Reimbursement up to \$100	petty cash preferred	p cash slip	after	Principal
Purchases up to \$1,000	pcard	no P.O.	after	Principal
Purchases up to \$500	ap cheque	no P.O.	before & after	Principal
Purchases \$501 - \$1,000	ap cheque	P.O.	before & after	Principal
Purchases > \$1,000	pcard, ap cheque	P.O.	before & after	Principal & CFO
Centrally Funded Budgets				
Reimbursement up to \$100	petty cash preferred	p cash slip	after	CFO
Purchases < \$1,000	pcard, ap cheque	no P.O.	after	CFO
Purchases > \$1,000	pcard, ap cheque	P.O.	before & after	CFO
Per diem reimbursement (mileage/meals)	ap cheque	pd /travel form	after	Director / CFO / Deputy Directors
Annual Approved Budget Expenditure	pcard, ap cheque	P.O.	before	CFO
Maintenance				
Purchases < \$2,000	pcard, ap cheque	no P.O.	after	Supervisor
Purchases > \$2,000	pcard, ap cheque	P.O.	before & after	Supervisor & CFO
Annual approved budget expenditures	pcard, ap cheque	P.O.	before & after	CFO
Per diem reimbursement (mileage/meals)	ap cheque	pd/travel form	after	CFO
Transportation				
Purchases < \$2,500	pcard, ap cheque	no P.O.	after	Supervisor
Purchases > \$2500	pcard, ap cheque	P.O.	before & after	Supervisor & CFO
Per diem reimbursement (mileage/meals)	ap cheque	pd/travel form	after	Supervisor & CFO