



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: CAPITAL ALLOCATION AND SPENDING

Procedure No.	CS-304-PR	Division	Corporate Services
Supersedes	n/a	Board Policy Ref.	GP-F-404 & GP-RR-904
Related Policy	CS-304; CS-301; CS-305	Effective Date	November 4, 2016 (R1)

PROCEDURE

- 1.0 Capital budgets will be assigned by the Vice President Corporate Services and Chief Operating Officer in consultation with the Senior Executive and based on the College plans and strategic directions.
- 2.0 The purchase of any item with a single unit value of \$75,000 will require the approval of the Vice President Corporate Services and Chief Operating Officer. All other purchases may be processed on the signature of the administrator to whom the budget has been assigned.
- 3.0 Transfer of funds from the operating budget for capital expenditures will be permitted only with the permission of the Vice President Corporate Services and Chief Operating Officer; a budget request transfer will be completed and submitted to the Vice President Corporate Services and Chief Operating Officer for approval prior to processing a requisition.

Approval History

Approved by President	March 6, 1998
Revision 1	November 4, 2016