

General Expenditures

Category: Finance	Policy Number: 2002	Effective Date: 88-07-07	Related Policies: Policy 2003 Policy 2004 Policy 2005 Policy 2007 Policy 2501
Approved By: Administration	Maintained By: Chief Financial Officer	Amended: 97-12-01 03-06-19	Review Due: 04-06-19

Subject to established Institute guidelines, the operating unit manager or their designate may authorize recurring expenditures up to his/her approved budget allocation except as may be restricted by the following policies:

- 2003 Purchase of Operating Budget Goods and Services
- 2004 Capital Asset Expenditures
- 2005 Hospitality and Travel Expenses
- 2007 Petty Cash Expenditures
- 2501 Expenditure Contracts

Transfer of Budget Dollars between Salary and Other Expenses

The operating unit managers or their designate cannot move budget dollars from "Salary" to "Other" and vice versa. Any changes required as a result of changing activities must be approved by the appropriate Vice-President and a copy of this approval forwarded to the Chief Financial Officer and Financial Services, Attention, Manager, Budgets and Analyses.

Complement Control

All operating unit managers or their designate are expected to adhere to agreed upon complement at the beginning of the fiscal year. All Personnel/Position Requisitions (green sheets) must contain a position control number before they will be processed. Details of source(s) of funding must be provided to the Manager, Budgets and Analyses in Financial Services before new position numbers will be provided.

Related Policies

- Policy 2003 Purchase of Operating Budget Goods and Services
- Policy 2004 Capital Asset Expenditures
- Policy 2005 Hospitality and Travel Expenses
- Policy 2007 Petty Cash Expenditures
- Policy 2501 Contracts