

Delegating Purchasing and Other Authorities

POL-FN-3000

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Delegating Purchase and Other Authorities

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Definitions:

Approved-as-to-Form Contract: Any Community Transit original contract consisting of standardized, predetermined language and input fields for required variables.

Interlocal Agreement: A contract between a local government and other public agencies for the purpose of cooperatively sharing resources for mutual benefit. Interlocal agreements are authorized by [RCW 39.34](#).

Modified Contract: An approved-as-to-form contract in which the wording has been altered from the original.

Original Contract: A contract initiated by a Community Transit employee or authorized agent on behalf of Community Transit.

Sole-Source Purchase: Any purchase where only one vendor can provide the necessary goods or services.

Third-Party Contract: A contract initiated by a person or entity other than Community Transit.

This policy applies to any employee who has been delegated the authority to make certain financial, contractual, or regulatory transactions on Community Transit's behalf.

Section 1: Authorizing Employees to Make Purchases on Behalf of Community Transit

1.1. Purchase Authority Applies to All Purchases Made on the Agency's Behalf.

Purchase authority applies to all purchasing methods the agency uses. Examples of purchasing methods include, but are not limited to, requests for proposals, direct vouchers, requisitions, payment cards, and expense claims.

1.2. When Making Purchases On Behalf Of Community Transit, Employees Must Follow All Policies And Procedures Established To Regulate Agency Purchasing Methods And Activities.

Employees with any level of purchasing authority must also follow procurement guidelines as explained in the agency's current [Procurement Manual](#).

1.3. *The Board of Directors Delegates \$250,000 of Authority to the CEO to Conduct Certain Real Estate Transactions.*

[Resolution No. 8-07](#)

The CEO or designee may negotiate for and purchase real property, real property interests, any damages to real property interests, and any necessary related expenses including, but not limited to, related personal property and relocation expenses which do not exceed \$250,000 per tax parcel, provided that the acquisition costs and/or damages can be funded within the adopted annual budget and any amendments thereto.

If the Board of Directors has approved the parcel or listing of parcels to be acquired, the CEO or designee may negotiate for and purchase real property, real property interests, any damages to real property interests, and any necessary related expenses including, but not limited to, related personal property and relocation expenses which exceed \$250,000 per tax parcel, provided that the acquisition costs and/or damages can be funded within the adopted annual budget and any amendments thereto.

1.4. *The Board of Directors Delegates \$150,000 of Purchase Authority to the Chief Executive Officer (CEO).*

[Resolution Nos. 05-11 and 01-17](#)

This authority includes authorization for sole-source purchases. With prior Board approval, the CEO also authorizes all purchases over \$150,000, including sole-source procurements. When the CEO is absent or otherwise unavailable, this authority may be delegated to the Chief Operations Officer or a Community Transit department head.

1.5. *The CEO Delegates Purchase Authority to Other Employees.*

The CEO delegates \$100,000 in purchase authority to department heads. This delegation includes authority for sole-source procurements.

The CEO authorizes department heads to delegate purchase authority to their staff in one of the allowable amounts specified in [Table 1](#). This delegation excludes authority for sole-source procurements.

The CEO delegates purchase authority as specified in Table 1 to Procurement staff for purchases made using any approved agency purchasing method. This delegation excludes authority for sole-source procurements except for emergency purchases as defined in [Resolution No. 5-11](#), Section 4.12, or in any subsequent resolutions addressing agency emergency management policies.

These delegations include authorization to approve expense claims. [Table 1](#) summarizes purchase authority delegations. [Table 1B](#) shows sole source purchase authority.

1.6. The CEO Delegates Purchase Authority for Parts Procurements to Parts Inventory Employees.

The CEO delegates \$20,000 in purchase authority to the Parts Inventory Manager for the purchase of parts, tools, chemicals, oils and lubricants, or other equipment and services required to service and maintain agency rolling stock¹. This delegation includes authority for sole-source purchases.

This purchase authority may be extended to the Parts Inventory Leads or other designated Parts Inventory employees. Further delegations require approval in writing from the Parts Inventory Manager, the Purchasing Manager, the Maintenance Manager, the Director of Administration, and the Director of Maintenance.

These delegations are not included in the normal procurement workflow process used to approve requisitions and purchase orders originating from any Maintenance expense account. Once a valid contract has been issued, Parts Inventory staff may purchase parts, supplies, and services in support of the Maintenance Department up to the limits set forth in Table 1.

1.7. If the CEO or Authorized Designee Declares a State of Emergency, Certain Provisions of This Policy May Be Temporarily Suspended.

Resolutions, policies, and procedures established to manage emergencies and in effect at the time of the emergency may temporarily take precedence over the provisions of this policy. Depending on the scope of the declared emergency, employees should continue to follow this policy to the extent practical.

1.8. The Board of Directors May Reappropriate Unexpended Capital Project Funds When Adopting the Annual Budget.

If the Board of Directors includes capital project reappropriation language in their resolution approving the annual budget, staff have authority to roll over existing open capital program purchase orders for the new budget year.

1.9. Employees Serving a Probationary Period Receive Purchase Authority When Their Probation is Successfully Completed.

The CEO, Chief Operations Officer, or department head may authorize delegations for purchase authority to become effective before the end of an employee's probationary period. Procurement Division staff have purchase authority upon hire.

¹ "Rolling stock" is defined according to FTA Buy America regulations (49 CFR Part 661.3) as: "transit vehicles such as buses, vans, cars, railcars, locomotives, trolley cars and buses, and ferry boats, as well as vehicles used for support services." "Vehicles used for support services" includes motorized equipment such as forklifts.

<https://www.transit.dot.gov/funding/procurement/third-party-procurement/definition-rolling-stock>

1.10. Purchase Authority Must Be Verified Annually.

The Controller or designee maintains a list of all employees authorized to make purchases. The list includes the purchase limit for each employee and the planning center(s) where that authority is valid. The Controller or designee updates the list annually and posts the updated list in a location accessible to agency employees who need this information as part of their normal work assignment.

Between annual updates, department heads notify the Controller or designee when an employee receives initial purchase authority or when an employee's purchase authority changes.

1.11. Employees Receiving Initial Purchase Authority Receive Training As Needed.

The Director of Administration or designee ensures that employees with initial purchase authority receive training regarding their purchasing responsibilities on an as-needed basis.

Section 2: Authorizing Employees to Enter Into Contracts on the Agency's Behalf**2.1. The CEO Is Authorized to Negotiate and Sign All Contracts for the Agency.**

[Resolution Nos. 05-11 and 01-17](#)

The Board of Directors has authorized the CEO to negotiate and sign all contracts up to \$150,000 independent of prior Board approval, subject to the approved annual budget. With prior Board approval, the CEO may negotiate and sign all contracts over \$150,000, subject to the approved annual budget. When the CEO is absent or otherwise unavailable, this authority may be delegated to the Chief Operations Officer or a Community Transit department head.

2.2. The Board of Directors Approves Collective Bargaining Agreements.

The CEO is authorized to execute labor agreements after Board approval. The CEO approves and executes memorandums of understanding with labor unions within the budgetary constraints noted in Section 2.1. Contract authority for these documents is reserved for the CEO unless the CEO is absent or unavailable for more than a temporary period.

2.3. The CEO Approves Interlocal and Revenue Agreements Subject to the Constraints Outlined in Section 2.1.

Revenue contracts include, but are not limited to, grant agreements and agreements to receive compensation for services rendered. Revenue agreements may be executed with private agencies and businesses as well as governmental entities. Interlocal agreements with governmental entities are not limited to revenue contracts.

Interlocal and revenue agreements require legal review. If approval by the Board of Directors is required, the CEO executes such agreements after Board approval. If approval by the Board of Directors is not required, the CEO approves and executes these agreements. Contract authority for these agreements is reserved for the CEO unless the CEO is absent or unavailable for more than a temporary period.

2.4. The CEO Delegates Authority to Department Heads to Enter into Contracts on Community Transit's Behalf.

The CEO delegates authority to department heads to negotiate and sign contracts up to \$100,000 in value, subject to the approved annual budget and the contract exceptions noted in Sections 2.2 and 2.3. In departments with a deputy director, the department head may delegate this authority to the deputy director.

[Table 2](#) summarizes contract authority delegations.

2.5. Staff May Develop Contracts That Serve General Business Purposes.

In conjunction with legal counsel, staff may develop and use contracts that serve other general business purposes including, but not limited to, employment contracts, facilities use contracts, interlocal agreements, and contracts to receive grants and other forms of revenue.

The Manager of Procurement and Contracts participates in the development and review of any contract that involves procurement activity.

2.6. Staff May Develop Approved-As-To-Form Contracts to Serve Procurement and General Business Needs.

If appropriate for the business needs, approved-as-to-form contracts may be developed for routine contracting purposes. All contract requirements, restrictions, or exceptions described elsewhere in this policy apply to approved-as-to-form contracts.

Contracts are considered approved-as-to-form only if Community Transit's attorneys have reviewed and approved the contract text and any preset, fill-in-the-blank fields in advance of actual use. Field variables may include, but are not limited to, vendor name, address, term (length) of the contract, and the cost of goods or services being provided.

2.7. Agency Legal Counsel Reviews Most Contracts Before Employees Finalize and Sign Them.

In general, legal counsel reviews all contracts, regardless of the monetary value of the contract. Approved-as-to-form contracts that require more than nominal modification must go through a full legal review and approval process. Legal counsel reviews collective bargaining agreements, memorandums of agreement with labor unions, and interlocal agreements as necessary.

2.8. Procurement Staff Exercise Agencywide Contract Responsibilities.

The Manager of Procurements and Contracts or designee reviews agency contracts to ensure compliance with procurement laws, rules, terms and conditions of the vendor's offer, pricing, and other matters related to procurement activities.

2.9. The Procurement and Contracts Manager Signs All Contracts Issued As Standard Purchase Orders by the Procurement Division.**2.10. The CEO May Delegate Authority to Project Managers to Authorize Change Orders to Public Works Projects in Progress.**

The CEO may delegate authority to project managers to authorize change orders for specific projects. The delegation must identify at a minimum: project name, delegated amount, reason for the delegation, and name of the employee to whom the authority is delegated.

This delegation is independent of the contract authority delegations listed elsewhere in this policy or in its tables.

Section 3: Approving Invoices for Payment**3.1. Employees Who Approve Invoices Verify That Delivered Goods and Services Meet Specifications of the Order.**

Employees who approve invoices must have enough knowledge of the purchase to verify that:

- The purchase was correctly authorized.
- The goods delivered, services rendered, or work completed is as expected.
- The goods delivered, services rendered, or work completed meets all relevant purchasing and contractual requirements.

Employees may approve partial payments to meet contractual requirements. If the goods or services are not as expected, employees contact Procurement staff for advice on how to proceed.

3.2. Employees Who Approve Invoices Ensure That Community Transit's Funds Are Expended Appropriately.

Before any invoice is approved for payment processing, employees authorized to approve invoices must ensure that:

- The purchase is an appropriate use of public funds.
- The purchase was made in compliance with all Community Transit procurement policies and procedures.
- The person who authorized the original purchase had the authority to do so.

- The goods or services have been received in the quantity and quality ordered.
- The invoice meets any contractual terms that existed for the purchase of the good or service.
- The invoice is accurate.
- The invoice has been coded to the correct fund, budget center, account(s), and, if required, project.
- There are funds available in the budget to cover the amount of the invoice.

3.3. The CEO May Approve Any Agency Invoice.

The CEO also delegates this authority to the Director of Administration. The Director of Administration delegates standing authority to the Controller to approve any agency invoice in the absence or unavailability of the Director of Administration.

3.4. Department Heads Approve Invoices Within Their Approved Budgets.

Subject to the constraints of the approved budget, department heads may approve invoices in any amount which expend funds budgeted in operating or capital budgets they are responsible for managing.

3.5. Employees With Purchase Authority May Approve Invoices.

Subject to the constraints of the approved budget, employees with purchase authority may approve invoices in any amount which expend funds budgeted in operating or capital budgets where they exercise purchase authority.

3.6. Department Heads May Further Delegate Invoice Approval Responsibility Within Their Departments.

As directed by their department head and subject to the constraints of the approved budget, employees who do not exercise purchase authority may also approve invoices expending funds budgeted in their department's operating or capital budgets.

3.7. Every Employee Who Approves Invoices Must Meet All Criteria Listed in Sections 3.1 and 3.2.

3.8. Employees Approve Invoices or Expense Claims Only for Expenditures From Operating or Capital Budgets Where Their Department Exercises Budgetary Responsibility.

When an invoice is charged to more than one budget center in any operating or capital budget, it may require more than one employee to approve it. Invoices charged to more than one department's operating or capital budget almost always require more than one employee to approve them.

3.9. The Parts Inventory Manager Approves Invoices for Certain Parts Expenditures Budgeted in Maintenance Department Accounts.

The Director of Maintenance determines which parts expenditures the Parts Inventory Manager may approve. When the Parts Inventory Manager is absent or otherwise unavailable, another Procurement staff member may approve parts invoices.

3.10. Invoices for Maintenance-Related Nonstocking Consumable Items May be Approved Using a Sampling Method.

The Parts Inventory Manager will determine which invoices to sample and how the sampling will be conducted. If pricing errors are detected, the Parts Inventory Manager will verify that previous purchases of the item were invoiced at the correct price and will work with the vendor to ensure that future invoices are correct and credits issued as appropriate. The Parts Inventory Manager determines when to pursue price discrepancies. If pricing issues result in contract noncompliance, other remedies may be required.

3.11. Finance and Employee Engagement Staff Approve Invoices for Employee Benefits, Employment Taxes, Insurances, Retirement, and Other Like Employee-Related Expenses.

Authorization to approve invoices for such expenses does not depend on delegation from a department head nor from an individual employee's delegated purchase authority. This authorization results from the usual job responsibilities performed by Finance and Employee Engagement staff during the normal course of business.

When approving invoices for the expenses described in this Section 3.11, Finance and Employee Engagement staff must follow the guidelines for invoice approval listed in Sections 3.1 and 3.2 but are exempt from the requirements in Sections 3.4, 3.5, and 3.6.

Finance and Employee Engagement staff who have general delegated purchase authority as described in Section 1.5 must comply with Sections 3.1, 3.2, 3.4, 3.5, and 3.6 for all invoice approvals not related to this Section 3.11.

[Table 3](#) summarizes who may approve invoices for payment.

Section 4: Authorizing Release of Payments

4.1. The Board of Directors Delegates Authority to the CEO to Review Expenditure Approval Lists and Release Payments.

[Resolution No. 31-94](#)

The CEO reviews expenditure approval lists and approves release of payments before the Board takes formal action to approve the listed expenditures.

Community Transit's corporate attorneys have interpreted the delegation in Resolution No. 31-94 to mean that the CEO can delegate portions of this authority as necessary to

meet business needs. When the CEO is absent or unavailable, this authority may be delegated to the Chief Operations Officer or a Community Transit department head.

4.2. In Most Cases, Funds May Not Be Released for Payment Before Goods or Services Are Received.

In general Community Transit does not release funds for payment in advance of the satisfactory receipt of goods or services. However, funds may be released for advance payment when any of these criteria are met:

- Prepayment is a customary and appropriate business practice.
- Prepayment is required.
- Prepayment offers an advantage to Community Transit.

Examples of allowable prepayments include, but are not limited to, payment of conference or training registration fees, payment of hotel room-hold fees, rental fees, insurance premiums, custom orders for goods, and in cases where a substantial discount is offered for prepayment.

4.3. The CEO May Authorize the Early Release of Payments in Any Amount.

In general, early release of a payment is approved only when there is a business need that meets one of these criteria:

- The payment must be made to meet another agency's deadline or a regulatory requirement, such as PERS payments made to the Washington State Department of Retirement Systems.
- The agency will suffer a business impact if the payment cannot be made before the entire expenditure approval list is ready.

All required purchase approvals and appropriate accounts payable and audit procedures must be completed before an early release of payment can be approved.

4.4. The CEO Delegates Standing Authority to the Director of Administration for Early Release of Payments up to \$100,000 Per Payment and to the Controller for Early Release of Payments up to \$75,000.

In the absence or unavailability of the CEO, the Director of Administration has standing authority to approve early release of payments in any amount.

The Controller has standing authority to approve early release of payments at the Director of Administration's level if the Director is absent or unavailable.

[Table 4](#) summarizes delegations for release of payments.

Section 5: Authorizing Budget Transfers**5.1. The Board of Directors Must Approve All Budget Transfers Between Funds.**

The Budget Manager or designee prepares budget amendments each year to handle interfund transfers and other budget adjustments. These amendments are submitted to the Board of Directors for their approval, usually at midyear and year-end, but may be submitted whenever there is a business need.

5.2. The CEO Is Authorized to Approve Budget Transfers in Any Amount Within a Single Fund.

Budget adjustments within a single fund should total at least \$5,000. Finance staff may elect to prepare housekeeping adjustments totaling less than \$5,000 if they determine a need for such adjustments.

5.3. The CEO Delegates Authority to Approve Budget Transfers to Certain Other Employees.

The Director of Administration is authorized to approve any budget transfer totaling up to \$150,000 so long as the transfer is within a single fund. The transfer may be within or between departments or projects. In the absence or unavailability of the CEO, the Director of Administration has standing authority to approve transfers at the CEO's level of authority.

The Controller and Budget Manager are authorized to approve any budget transfer totaling up to \$100,000 so long as the transfer is within a single fund. The transfer may be within or between departments or projects. In the absence or unavailability of the Director of Administration, the Controller has standing authority to exercise the Director of Administration's budget transfer authority.

Department heads may approve intradepartmental budget transfers totaling up to \$100,000 so long as the transfer is within their department's adopted operating budget.

[Table 5](#) summarizes budget transfer delegations.

5.4. The Budget Manager Must Concur With All Proposed Budget Transfers In Any Amount Before Such Transfers Are Finalized.

The Budget Manager will inform the CEO about pending budget transfers as necessary.

In the absence or unavailability of the Budget Manager, the Controller will review and concur with all budget transfers before such transfers are finalized.

Section 6: Authorizing the Release of Surplus Property**6.1. The Board of Directors Has Delegated to the CEO the Authority to Declare Agency Property Valued at Less Than \$10,000 Per Item as Surplus.**

[Resolution No. 3-95](#)

The CEO reviews all surplus property listings and gives the Board of Directors at least two weeks to review said listings. The CEO's signature on the property listing indicates that the listed property has been declared surplus property and is released for sale, for delivery to an agent who will sell the property on the agency's behalf, or for disposal by other means.

6.2. The CEO Delegates Authority to the Budget Manager to Sign Surplused Vehicle Titles.

[Table 6](#) summarizes surplus property authorities.

Section 7: Delegating Authority for the Annual USDOL² OSHA³ 300 Report**7.1. Community Transit Complies with the Occupational Safety and Health Act of 1970 (OSH Act).**

The OSH Act requires covered employers to submit a summary record of required statistics at the end of each calendar year.

7.2. A Company Executive Must Review and Certify the Summary.

The USDOL requires that the executive tasked with certification should meet one or more of these requirements⁴:

- Be a senior establishment management official.
- The head of the agency for which the senior establishment management official works.
- Any management official who is in the direct chain of command between the senior establishment management official and the head of the agency.

Certification means that the executive has examined the records and has a reasonable belief, based on knowledge of the process by which the information was recorded, that the records are accurate and complete. The executive's signature on the summary documents constitutes certification. See the OSHA website for further information:

[Federal agency certification of the injury and illness annual summary \(OSHA 300-A or equivalent\). - 1960.67 | Occupational Safety and Health Administration](#)

² USDOL: acronym for the United States Department of Labor

³ OSHA: acronym for the Occupational Safety and Health Administration

⁴ These criteria are taken from the USDOL website.

7.3. The CEO Delegates Authority to the Director of Employee Engagement to Certify Community Transit’s Annual USDOL OSHA 300 Report.

Employee Engagement staff prepare Community Transit’s annual report. The Director of Employee Engagement provides a copy of the certified report to the agency CEO.

Section 8: Administering this Policy

8.1. The CEO Approves Policy Content Revisions.

The Director of Administration may approve housekeeping adjustments, such as changes to employee titles, or content changes required to comply with Board resolutions, regulations, or other valid requirements. Executive Department staff post the revised policy to the agency’s official policy repository.

8.2. The Director Of Administration Approves Procedures, Tasks, and Forms Relevant To This Policy.

Executive Department staff post procedures, tasks, and forms to the agency’s official policy repository. Administration Department staff post forms to the agency form template location or to other locations as needed to efficiently conduct agency business.

8.3. The Director of Administration Administers This Policy.

The Director of Administration ensures that this policy is applied and followed throughout the agency.

Approved by: _____	Original Policy Written By: Cherrill Mears
	2020 Update: Cherrill Mears with Lori Fox, and Kunjan Dayal,
Cancels or Supersedes: Delegating Purchase and Other Authorities, effective January 31, 2020.	
Last Reviewed: November 2020	
See Also: Resolution No. 5-11 Resolution No. 01-17 Agency Procurement Manual	

Table 1: Purchase Authority

(See Table 1B for sole source purchase authority.)


 Click arrow to return to Section 1		
Position	Purchase Authority	
Board of Directors	Any Amount	
Chief Executive Officer	\$ 250,000	For certain real estate transactions. With prior Board approval, the CEO may authorize certain real estate transactions in excess of \$250,000. Workflow delegation.
Chief Executive Officer	\$ 150,000	The Board delegates \$150,000 of purchase authority to the CEO. With prior Board approval, the CEO also has purchase authority over \$150,000. Workflow delegation.
Chief Operations Officer	\$150,000	The CEO delegates this authority to the COO. Workflow delegation.
Department Heads acting as delegated by the CEO.	\$150,000	As delegated, may exercise the CEO's level of authority when the CEO is absent or otherwise unavailable. Workflow delegation.
Department Heads	\$ 100,000	Workflow delegation.
Deputy Directors	\$ 100,000	May exercise the department head's level of authority. Workflow delegation.
Department Managers/ Planning Center Leads, Other Employees as Business Needs Dictate	\$ 20,000	Workflow delegation.
Parts Inventory Supervisor	\$ 20,000	For parts purchases made on behalf of the Maintenance Department. The Director of Maintenance determines accounts and amount (\$5,000 or \$20,000) for this authority.
Procurement Staff	\$ 20,000	Generally for emergency use.
Other Employees as Business Needs Dictate	\$ 5,000	Workflow delegation.
Other Employees as Business Needs Dictate	\$ 1,000	This delegation is for minor purchases that do not require a requisition approval process.

Table 1B: Sole Source Authority



 Click arrow to return to Section 1		
Position	Sole Source Purchase Authority	
Procurement and Contract Manager	Review and Approve	Must review and approve all sole source procurements.
Board of Directors	Any Amount	Has authority for sole source purchase decisions.
Chief Executive Officer	\$ 150,000	The Board delegates \$150,000 of general purchase authority to the CEO. With prior Board approval, the CEO also has purchase authority over \$150,000. This delegation includes sole-source authority.
Chief Operations Officer	\$150,000	The CEO delegates this authority to the. This delegation includes sole-source authority.
Department Heads acting as delegated by the CEO.	\$ 150,000	As delegated, may exercise the CEO's level of sole-source authority when the CEO is absent or otherwise unavailable.
Department Heads	\$ 100,000	This delegation includes sole-source authority.
Deputy Directors	\$ 100,000	In the absence of the department head, may exercise the department head's level of authority. This delegation excludes independent sole-source authority.
Parts Inventory Supervisor	\$ 20,000	Includes sole-source authority for parts purchases.
Department Managers/ Planning Center Leads		No sole-source authority.
Other Employees as Business Needs Dictate		No sole-source authority.

Table 2: Contract Authority

 Click arrow to return to Section 2	
<i>Position</i>	<i>Contract Authority⁵</i>
Board of Directors	Only the Board may approve labor contracts.
Chief Executive Officer	Up to \$150,000 without Board approval for any contract. Over \$150,000 with prior Board approval for any contract. The CEO approves interlocal agreements, memorandums of understanding with labor unions, and revenue agreements.
Chief Operations Officer, Department Heads as delegated	As delegated, may sign contracts at the CEO's level of authority when the CEO is absent or otherwise unavailable.
Department Heads	Up to \$100,000 for any contract, except interlocal agreements, labor contracts, and memorandums of understanding with labor unions.
Deputy Directors	As delegated, may exercise the department head's level of authority.
Project Managers	As delegated by the CEO for change orders. The delegation must include the project name, number, or other ID; the change order amount to be delegated, the business reason for the delegation, and the name of the person to whom the authority is being delegated.
Legal Counsel	Review and concurrence on all contracts before final signature. Exception: Legal counsel review and concurrence is not required for approved-as-to-form contracts.
Manager of Procurement and Contracts	Review and concurrence on all contracts before final signature.

⁵ Includes contracts to receive revenues, such as grant agreements and compensation for services.

Table 3: Authority to Approve Invoices for Payment


 Click arrow to return to Section 3	
<i>Position</i>	<i>Invoice Approval Authority</i>
Chief Executive Officer	Any agency invoice.
Director of Administration	Any agency invoice.
Controller	Exercises the Director of Administration's authority in the absence or unavailability of the Director of Administration.
Department Heads	Any invoice for purchases made with funds from any planning center in their department's approved budget or from any approved project budget assigned to their department.
Division Managers/Other Staff With Knowledge of the Purchase	Any invoice for purchases made with funds from approved planning centers or project budgets they are responsible for. Sections 3.1 and 3.2 explain what purchase knowledge is required to approve an invoice for payment.
Parts Inventory Supervisor	Certain invoices for purchases made on behalf of the Maintenance Department as determined by the Director of Maintenance.
Finance and Employee Engagement Staff	Invoices for employee benefits, employment taxes, insurances, retirement, and other like employee-related expenses.
Other Staff	As determined by their department head so long as they meet the criteria listed in Sections 3.1 and 3.2.

Table 4: Authority for Release of Payments


 Click arrow to return to Section 4	
<i>Position</i>	<i>Payment Release Authority</i>
Chief Executive Officer	Any payment in any amount including early releases.
Director of Administration	Up to \$100,000 per payment for early release of payments. Exercises the CEO's authority when the CEO is absent or otherwise unavailable.
Controller	Up to \$75,000 per payment for early release of payments. Exercises the Director of Administration's authority when the Director of Administration is absent or otherwise unavailable.

Table 5: Budget Transfer Authority


 Click arrow to return to Section 5	
<i>Position</i>	<i>Budget Transfer Authority</i>
Board of Directors	Transfers in any amount within a single fund or between funds.
Chief Executive Officer	Transfers in any amount within a single fund.
Director of Administration	Transfers up to \$150,000 within a single fund. In the absence or unavailability of the CEO, has standing authority to exercise the CEO's level of authority.
Controller	Transfers up to \$100,000 within a single fund. In the absence or unavailability of the Director of Administration, has standing authority to exercise the Director of Administration's level of authority.
Budget Manager	Transfers up to \$100,000 within a single fund. Concurs with all proposed budget transfers before final approval.
Department Heads	Intradepartmental transfers up to \$100,000 within their department's adopted operating budget.

Table 6: Authority to Declare Property as Surplus


 Click arrow to return to Section 6	
<i>Position</i>	<i>Authority to Declare Property as Surplus</i>
Chief Executive Officer	All declarations, subject to required prior Board notice.
Budget Manager	May sign all surplus vehicle titles.

Table 7: Authority to Certify USDOL OSHA 300 Report

 [Click arrow to return to Section 8](#)

<i>Position</i>	<i>Authority to Certify the USDOL OSHA 300 Report</i>
Chief Executive Officer	Agency certification.
Director of Employee Engagement	Agency certification.
Director of Administration	Agency certification.

Approved

Emmet Heath, CEO

Date

Cherrill Mears

From: Emmett Heath
Sent: Monday, November 16, 2020 3:35 PM
To: Cherrill Mears
Cc: Deb Osborne; Rachel Woods; Geri Beardsley; Lori Fox; Mary Albert
Subject: RE: Update to Policy POL-FIN-3000, Delegating Purchase and Other Authorities

Approved. Thank you.

Emmett

Emmett Heath
Chief Executive Officer
425-348-7103 Office

From: Cherrill Mears <Cherrill.Mears@commtrans.org>
Sent: Monday, November 16, 2020 12:44 PM
To: Emmett Heath <Emmett.Heath@commtrans.org>
Cc: Deb Osborne <Deb.Osborne@commtrans.org>; Rachel Woods <Rachel.Woods@commtrans.org>; Geri Beardsley <Geri.Beardsley@commtrans.org>; Lori Fox <Lori.Fox@commtrans.org>; Mary Albert <Mary.Albert@commtrans.org>
Subject: Update to Policy POL-FIN-3000, Delegating Purchase and Other Authorities

Hi Emmett,

Attached is the 2021 update to POL-FIN-3000, Delegating Purchase and Other Authorities. If you approve as is, I will send a PDF of the policy through DocuSign for your official signature. If there are changes you would like to make, let me know what they are, and I will make them and send you a revised version to sign.

Here is a summary of the policy updates:

- \$3,000 level increased to \$5,000
- \$10,000 level increased to \$20,000
- Added to the policy language: a \$1,000 approval level that is currently used only by Facilities Maintenance staff for on-the-spot purchases they need to complete repairs.

Amount updates are listed in Tables 1 and 1B.

- Reference to the Chief Operations Officer was added to Sections 1.4 and 1.9 (purchase approval); 2.1 (contract approval); 4.1 (early release of payments). Cesar recommended not adding reference to the DCEO until we know whether or not the successor CEO will use that position.
- Added a statement to Section 1.9 that procurement employees have purchase authorization upon hire. This was added because their ability to make purchases is a condition of their job requirements.
- Section 2.4—Allows department heads to delegate their contract approval authority to a department deputy director if such a position exists in their department.
- Section 2.8 – Removed language about catering contracts; the recommendation of purchasing and finance staff is that this language is no longer needed.
- Changed USDOL OSHA 300 reporting certification from Director of Administration to Director of Employee Engagement.
- There were also several housekeeping updates that did not change existing content.