

	A	B	C	D	E
1	AP515 Appendix C				
2	<b>Type of Purchase/Purchaser</b>	<b>Payment method</b>	<b>Accounting form</b>	<b>Timing of approval</b>	<b>Approver</b>
3	<b>Decentralized budget</b>				
4	Reimbursement up to \$100	petty cash	p cash slip	after	Principal
5	Purchases up to \$500	pcard	no P.O.	after	Principal
6	Purchases up to \$500	ap cheque	no P.O.	before	Principal
7	Purchases > \$500 up to max annual budget approved	ap cheque	P.O.	before	Principal
8	Purchases > \$1,000 up to max annual budget approved	pcard	P.O.	before & after	Principal
9	Per diem reimbursement (mileage/meals)	ap cheque	pd approval form	before & after	Principal
10					
11	<b>School Generated Funds</b>				
12	Reimbursement up to \$100	petty cash	p cash slip	after	Principal
13	Purchases up to \$1,000	pcard	no P.O.	after	Principal
14	Purchases up to \$500	ap cheque	no P.O.	after	Principal
15	Purchases \$500 - \$1,000	ap cheque	P.O.	before	Principal
16	Purchases > \$1,000	pcard, ap cheque	P.O.	before & after	Principal & CFO
17	Per diem reimbursement (mileage/meals)	ap cheque	approval form	before & after	Principal
18					
19	<b>SCC</b>				
20	Reimbursement up to \$100	petty cash preferred	p cash slip	after	Principal
21	Purchases up to \$1,000	pcard	no P.O.	after	Principal
22	Purchases up to \$500	ap cheque	no P.O.	before & after	Principal
23	Purchases \$501 - \$1,000	ap cheque	P.O.	before & after	Principal
24	Purchases > \$1,000	pcard, ap cheque	P.O.	before & after	Principal & CFO
25					
26	<b>Centrally Funded Budgets</b>				
27	Reimbursement up to \$100	petty cash preferred	p cash slip	after	CFO
28	Purchases < \$1,000	pcard, ap cheque	no P.O.	after	CFO
29	Purchases > \$1,000	pcard, ap cheque	P.O.	before & after	CFO
30	Per diem reimbursement (mileage/meals)	ap cheque	pd /travel form	after	Director / CFO / Deputy Directors
31	Annual Approved Budget Expenditure	pcard, ap cheque	P.O.	before	CFO
32					
33	<b>Maintenance</b>				
34	Purchases < \$2,000	pcard, ap cheque	no P.O.	after	Supervisor
35	Purchases > \$2,000	pcard, ap cheque	P.O.	before & after	Supervisor & CFO
36	Annual approved budget expenditures	pcard, ap cheque	P.O.	before & after	CFO
37	Per diem reimbursement (mileage/meals)	ap cheque	pd/travel form	after	CFO
38					
39	<b>Transportation</b>				
40	Purchases < \$2,500	pcard, ap cheque	no P.O.	after	Supervisor
41	Purchases > \$2500	pcard, ap cheque	P.O.	before & after	Supervisor & CFO
42	Per diem reimbursement (mileage/meals)	ap cheque	pd/travel form	after	Supervisor & CFO
43					
44					