



# The Dalhousie Association of Graduate Students

Grad House, 1252 LeMarchant Street  
Halifax, Nova Scotia, B3H 3P7

## Board Regulation Financial Authorization

Adopted (Board): February 1<sup>st</sup>, 2012

Amended (Board): April 30<sup>th</sup>, 2012

### 1. Purpose

This regulation shall outline the normal processes through which spending from DAGS accounts shall take place. This regulation is meant to govern general spending activities of DAGS and shall not supersede other explicit spending processes outlined in other regulations, such as for grants.

### 2. Definitions & Categorization

#### a. Definitions:

- i. *Board Member responsible*: The Board Member responsible for the budget line in question. For DAGS operations this is the President, unless otherwise prescribed. For Grad House operations this is the Operations Officer.
- ii. *Requestor*: The individual seeking approval of the purchase before its transaction.
- iii. *Approver*: The individual or body responsible for approving the transaction, as per the category of spending. The approver may never be the same individual as the Requestor.
- iv. *Transactor*: The individual who transacts the purchase.  
*Transaction Approval Request Form*: A form available in the DAGS office and on the DAGS website to seek approval on a purchase prior to transaction. The contents of the form are described herein.

#### b. Spending shall be codified by the following categories:

- i. Category A (Board-Level)
- ii. Category B (Other)

### 3. Category A – Board-Level Spending

#### a. Definition

- i. A one-time expenditure on a single item over \$200; or
- ii. A foreseen recurring expense that will total over \$200 annually, that has been budgeted for and to which DAGS has previously committed.

#### b. Pre-Transaction

- i. The Requestor may be any DAGS Board Member or staff person, or their designee.



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- ii. The Requestor shall submit a Transaction Approval Request Form.
      - iii. The Approver is the Board.
      - iv. Once approved the expenditure may be transacted, preferably through the receipt of a payable invoice.
    - c. Post-Transaction
      - i. All receipts or invoices shall be kept and remitted to the appropriate office.
      - ii. In a case requiring reimbursement, a cheque shall be produced and signed by two signing authorities, other than the Transactor.
4. Category B – Other Spending
  - a. Definition
    - i. Any expenditure not falling under Category A.
  - b. Pre- or Post-Transaction
    - i. The Requestor may be any DAGS Board Member or staff person, or their designee.
    - ii. The Requestor shall submit a Transaction Approval Request Form.
    - iii. The Approvers are two signing authorities, other than the Transactor.
    - iv. The expenditure may be approved before or after the transaction.
    - v. If the purchase is not pre-approved, the Transactor shall accept financial responsibility for the purchase in the case that it is not approved post-transaction. As such, the Transactor shall always make themselves aware of the return policy for the purchase.
  - c. Post-Transaction
    - i. All receipts shall be kept and remitted to the appropriate office.
    - ii. In a case requiring reimbursement, a cheque shall be produced and signed by two DAGS signing authorities, other than the Transactor.
5. Transaction Approval Request Form
  - a. This form shall include at least the following information:
    - Name of Requestor
    - Description of the purchase
    - Demonstration of need
    - Best cost estimate
    - Proposed Category of spending
    - Vendor(s) information
    - Date of requirement (if any)
    - Proposed budget line (if any)
    - Any other notes or comments



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- b. Once submitted, verification of the following items shall be conducted, normally by the Office Manager:
  - Designation of the appropriate budget line
  - Verification of funds in the budget line
  - Satisfactory demonstration the need
  - Satisfactory demonstration of value-for-money
  - Verification of which Category of spending the request falls under
- c. The initials of the verifier, normally the Office Manager, shall be affixed to the form.
- d. Once verified, the form shall be submitted to the Approver for their signature.
  - i. Where the Approver is the Board, the signature of the Chair of the Board shall be affixed once a motion has been passed by the Board consenting to the transaction as outlined in the submitted form.
  - ii. It shall be understood that when the Requestor would be the same as the Approver the Approver shall instead be another Board Member who is also a signing authority on the account.
- e. The transaction shall be deemed approved once the signature of the Approver is affixed.