**Guideline:** Signing Authority Levels

October 24, 2018

**Overview**

Employees are empowered to make fiscally responsible and good business decisions by entering into contracts or spending funds for the purposes of achieving Stanley objectives. The level that is delegated is outlined in the Table below.

**Signing Authority Levels**

The following must be followed unless given specific written relief from the President or CFO.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Submission of Any Project Tender or Any Project Submissions | Spending Corporate Funds or Approval of Employee Expenses\*\* | Signing Contracts, issuing a Purchase Order or Pricing Change Orders for a Client\*\* | Purchase Orders with an approved Client Change Order\*\* |
| President & Vice-President | Must be approved prior to submission by the President | Unlimited | Unlimited | Unlimited |
| General Superintendent | 10,000 | 10,000 | 300,000 |
| Superintendent | 5,000\* | 5,000 | 25,000 |
| Project Manager /Estimator | 2,000\* | 10,000 | 300,000 |
| Foreman | 2,000\* | 2,000 | 5,000 |
| All Others | 0 | 0 | 0 |

Important Notes:  
\*All tools purchases above $600 require the approval of the General Superintendent.  
\*\*-Any subcontract over $ 500,000 will require bonding unless waived by the President.

-Any supplier or subtrade over $30,000 requires a formal contract.

-Manipulation of any contracts or expenses (e.g. breaking them into 3 separate ones) to be

below approval limits will be met with immediate termination of employment.

**Preferred Suppliers**

Stanley values relationship that we have built over time with various suppliers and subtrades. Any deviation for goods offered by these suppliers requires the approval of the President or a Vice-President or the General Superintendent.

|  |  |
| --- | --- |
| Preferred Supplier | What they supply |
| Fenceline | Fencing, Dumpsters, Site toilets |
| BURNCO | Concrete |
| HRR Rentals  Select Rentals | Equipment rentals |
| Diversified | Temporary Labour |

**Change**

This guideline is subject to change at the discretion of the Stanley owners.