

SCHEDULE B TO BY-LAW

[Award Authority](#)

DOLLAR RANGES	PROCUREMENT PROCESS	AUTHORITY
≤ \$25,000	Direct Purchase	Department Head
> \$25,000 to < \$100,000	Request for Proposal (Invitational) Request for Quotation (Invitational) Limited Tendering Contract Extension (Cumulative) Irregular Result	Purchasing Agent and Department Head
≥ \$100,000 to < \$1 million	Request for Proposal (Public) Tender (Public) Limited Tendering Contract Extension (Cumulative) Irregular Result	Purchasing Agent and Department Head
≥ \$1 million	Request for Proposal (Public) Tender (Public) Limited Tendering Contract Extension (Cumulative) Irregular Result	Purchasing Agent, Department Head and Chief Administrative Officer
≥ \$25,000	Emergency Purchase	Department Head
Any Dollar Value	Disposal of Assets	Purchasing Agent and Department Head

This should be read in conjunction with the Administrative Directive, Delegation of Department Head Purchasing Authority.