



Spending Authority and Tendering

Executive Limitations

Policy Number: EL-2

Date of Approval	Responsible Authority	Last Revised
July 20, 2011	CMLTM Council	September 18, 2026

Definitions

Funding Agreement – A written document (e.g. contracts, letters of understanding, memorandum of understanding) that specifies stipulations or conditions for provision of funds for purposes of working toward the objectives of the College of Medical Laboratory Technologists of Manitoba.

Grant – Financial support to conduct research or to conduct a project to support the operation of CMLTM. The research or project can be initiated by a grantor, by the investigator, or by the College of Medical Laboratory Technologists of Manitoba.

Purchases – Procurement of goods and materials such as furniture, office equipment and computers.

Professional Services – The provision of an aspect of the operation of the Institute, (such as cleaners, security, analysts, logo development, issue consultation) that are secured through written contracts or letters of understanding or a memorandum of understanding.

Policy

In accordance with protecting the assets of the corporation, the Registrar/CEO has the authority to sign contracts, documents, invoices, or instruments for services, purchases, grants, or other expenditures on behalf of the College below the following amounts:

1. purchases below \$5,000.00
2. professional services below \$25,000.00

The Registrar/CEO will obtain CMLTM Council approval when signing contracts, documents, invoices or instruments in excess of the amounts stated above.

The Registrar/CEO will obtain CMLTM Council approval on lease agreements for office space.

The Registrar/CEO will ensure that, where possible, standard tendering processes are followed for purchases or professional services.



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The Registrar/CEO will:

1. Ensure protection against Conflict of Interest;
2. Ensure tendering and selection is competitive, taking into account price, quality, delivery, warranty, and installation;
3. Ensure declaration of single source purchases or contracts when written quotations are required; and,
4. Secure a funding agreement for grants and professional services.

Revision History

- July 20, 2011 – Date of Approval
- May 16, 2012
- September 14, 2016
- October 19, 2018
- September 25, 2020
- September 23, 2022
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