C4: Limits of Authority

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Section: Corporate

Subject: Limits of Authority

Approved by: Tony Massey

Effective Date: 1 November 2014

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Policy Owner: President

Policy

Fixed Assets: Capital Expenditure Requests

The following limits of authority apply to all purchases, commitments, and expenditures as outlined in Policy & Procedure #401, Fixed Assets.

Position	Maximum Dollar Amount
Chief Executive Officer	$25,000 +
Executive Vice President, Chief Financial Officer	$25,000
Executive Vice President, Chief Operating Officer	$15,000
Senior Vice Presidents, Regional Vice Presidents	$15,000
Corporate Vice Presidents / Regional/ Division Managers	$5,000
Vice President of Fleet and Assets	$2,500
Corporate Directors/General Managers	$1,000

Customer-Related Claims: Termite & General Liability/Pest

With regards to customer-related claims (reference P&P #1001), the following limits apply:

Position	Maximum Dollar Amount
Chief Executive Officer	$25,000 +
Executive Vice President Chief Operating Officer, plus Chief Financial Officer (both approvals required)	$25,000
Senior Vice President of Customer Care, Chief Financial Officer (both approvals required)	$25,000
Executive Vice President, Chief Financial Officer	$15,000
Executive Vice President, Chief Operating Officer	$15,000
Senior Vice President of Customer Care	$15,000
Vice President, Director of Quality Assurance	$15,000
Regional Vice Presidents	$10,000
Risk Manager / Regional / Division Managers	$7,500
Technical Directors/Supervisors	$5,000
General Managers	$2,000

All appropriate levels of authority need to approve any claim (termite, general ledger/pest and lawn) prior to the claim escalating into the next tier of authority for approval.

Customer-Related Claims: Lawn

With regards to Customer-related claims (reference P&P #1001), the following limits apply:

Position	Maximum Dollar Amount
Chief Executive Officer	$25,000 +

Position	Maximum Dollar Amount
Executive Vice President, Chief Financial Officer (both approvals required)	$25,000
Executive Vice President, Chief Operating Officer (both approvals required)	$25,000
Executive Vice President, Chief Financial Officer	$15,000
Executive Vice President, Chief Operating Officer	$15,000
Senior Vice President of Customer Care	$15,000
Vice President, Director of Quality Assurance	$15,000
Regional Vice Presidents	$10,000
Risk Manager / Regional / Division Managers	$5,000
Technical Directors / Supervisors	$5,000
General Managers	$1,000

All appropriate levels of authority need to approve any claim (termite, general ledger/pest and lawn) prior to the claim escalating into the next tier of authority for approval.

Service Vehicles

Requires the proper documentation as outlined in P&P #501, Vehicle Inspection & Repairs, and the approval of the Vice President of Fleet & Assets, the Executive Vice President, Chief Operating Officer and the President, Chief Executive Officer.

Computer Equipment/Service

Requires the proper documentation as outlined in P&P #401, Fixed Assets, Capital Expense Reports. If the amount exceeds $2,500 the approval of the Vice President of Information Technology is required.

Contracts and Commitments

This applies to contracts and commitments that are not covered under Fixed Assets, Customer Claims, and Vehicle limits above. It also excludes one-time/recurring purchases made in the normal course of business (e.g. office supplies, materials & supplies, forms, etc.).

For Renewal of an existing agreement for substantially the same terms: approval of the Department Vice President is required. Notwithstanding, all real estate lease renewals require the approval of the President, Chief Executive Officer or Executive Vice President, Chief Operating Officer.

For New or Assumed Agreements: the following authority limits apply for total contract value and length of commitment:

Position	Maximum Dollar Amount
Executive Vice President, Chief Financial Officer	$100,000 and/or three years
Executive Vice President, Chief Operating Officer	$20,000 and/or three years
Senior Vice President of Customer Care	$20,000 and/or three years
Vice Presidents	$10,000 and/or one year
Regional/Division Managers	$5,000 and/or six months
Corporate Directors	$2,500 and/or six months

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