

Attachment 3 – Expense Authorization

| | Authorized Buyer | Manager | Senior Manager or Associate Director | Director or Senior Director | Procurement and Legal Services | Accounting Services | Controller | CFOO and CEO | Executive Committee | Board of Directors |
|----------------------------|------------------|------------|--------------------------------------|-----------------------------|--------------------------------|---------------------|-------------|--------------|---------------------|--------------------|
| Procurement | ≥ \$5,000 | ≥ \$10,000 | ≥ \$50,000 | ≥ \$100,000 | ≥ \$50,000 | | ≥ \$100,000 | ≥ \$250,000 | ≥ \$250,000 | ≥ \$500,000 |
| Purchase Order | > \$0 | | | | PO as agreement | > \$0 | | | | |
| Payment Requisition | > \$0 | ≥ \$10,000 | ≥ \$50,000 | | | > \$0 | ≥ \$10,000 | | | |