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## SPENDING LIMITS POLICY

Date Issued: 2 December 2011

Revised: June 2022

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### SPENDING LIMITS POLICY

#### DISCRETIONARY EXPENDITURES:

The following WDM personnel have the right to approve expenditures up to the limits listed below without Board approval:

<b>Director of Finance:</b>	<b>\$10,000</b>
<b>Director of Administration</b>	<b>\$10,000</b>
<b>*Managers and Department Heads:</b>	<b>\$5,000</b>

\*Includes the four WDM Museum Managers, the five Department Heads at the Corporate Office, the Collections Manager, the Commercial Services Manager (SK) and the Facilities and Safety Manager (CO).

#### CORPORATE CREDIT CARDS:

WDM corporate credit cards are issued to employees for incidental, on-line purchases and in cases where credit terms cannot be obtained to pay by cheque.

Corporate credit cards are not intended to be used for purchasing regular inventory where credit terms can be established between the WDM and the vendor or for membership renewals.

Corporate card holders who's positions are not listed under Discretionary Expenditures must have approval in writing from their supervisor prior to making purchases with their credit card. Approval in writing can be an email approval specifying the date, company and amount of the approval.

The following are personnel authorized to have a corporate credit card:

<b>CEO:</b>	<b>\$20,000</b>
<b>Director of Finance:</b>	<b>\$10,000</b>
<b>Director of Administration</b>	<b>\$10,000</b>
<b>*Managers and Department Heads</b>	<b>\$5,000</b>
<b>**Assigned Personnel</b>	<b>\$1000</b>
<b>***Assigned Personnel</b>	<b>\$500</b>

\*Includes the four WDM Museum Managers, the Department Heads at the Corporate Office, Collections Manager, Commercial Services Manager and Facilities and Safety Manager, Maintenance and Safety Supervisor (SKTN)

\*\*Includes the Assistant Exhibit Designer

\*\*\*Education and Programs Supervisor, Education and Programs Coordinator, Facilities & Safety Supervisor (NB)