

Financial Approvals Matrix

General Purchases

Type of Purchase	Total Amount of Purchase	Quote or Solicitation Requirements	Signature Authority
Minor Purchases	\$1 to \$50	None Required	None Required
	\$51 to \$1,000	Request must be sent to approvals@unishka.com	Owner/CEO & Chief Operations Officer or Program Manager/Corporate Secretary
	\$1,001 to \$3,500	One documented written or catalog quote. Request must be sent to approvals@unishka.com	Owner/CEO & Chief Operations Officer or Program Manager/Corporate Secretary
Major Purchases	\$3,001 to \$25,000	Three (3) quotes must be attached to the requisition. Justification required for sole-source procurements	Owner/CEO & Chief Operations Officer and Program Manager/Corporate Secretary
	\$25,001 to \$150,000	Three (3) quotes must be attached to the requisition. Justification required for sole-source procurements	Owner/CEO & Chief Operations Officer and Program Manager/Corporate Secretary
Formal Competitive Purchases	\$150,001 and above	Formal solicitation process by requestor or Procurement.	Owner/CEO & Chief Operations Officer and Program Manager/Corporate Secretary

Professional Services/Consultants

Type of Purchase	Total Amount of Purchase	Quote or Solicitation Requirements	Signature Authority
Professional or Consulting Services	\$1 to \$39,450	Qualification data, rates and prices	Owner/CEO & Chief Operations Officer or Program Manager/Corporate Secretary
Professional or Consulting Services	\$50,000 to \$150,000	Qualification data, rates and prices from two Vendors who can perform the work and provides the best value. If only one Vendor, provide sole source justification.	Owner/CEO & Chief Operations Officer and Program Manager/Corporate Secretary and Director Human Resources

