

### **1.20 Contracting Authority – Transaction Authority (restrictions)**

This is the authority to enter into contracts for the acquisition of goods, services and construction. Contracting is a complex area which is beyond the scope of these Supplementary Notes. Due to the complexities related to legislation, regulatory and policy directives in government contracting, managers are encouraged to consult with the [TB Contracting Policy](#) and to contact [Procurement & Contracting Services](#) for enquiries.

It should be noted that, with the exception of those instances where an acquisition card is used, contracting for the procurement of goods, services and construction is generally centralized within the Investment, Asset and Procurement Management Directorate of CFOB where functional specialists exercise Contracting Authority on behalf of Fund Centre Managers who have initiated the expenditures in accordance with Column 1.19 of the Delegation Instrument, “Requisitioning Authority – Goods, Services and Construction”.

#### **Specific Restrictions**

##### **For positions with full authority identified in the Delegation Instrument as “F”:**

1. [The TB Contracting Policy \(Appendix C\)](#) sets departmental limits on departmental contracting authority above which TB approval must be sought.
2. Those with full authority as per the Delegation Instrument, can approve contracts within their authorized budget and in accordance with the [TB Contracting Policy \(Appendix C\)](#).

##### **For positions with restricted authority identified in the Delegation Instrument as “F<sup>1</sup>”:**

1. This authority is restricted to authorizing the use of an acquisition card and does not apply more broadly for general contracting authority for non-acquisition card procurement. In instances where an acquisition card procurement transaction requires that a contract be signed (e.g. room rental), these specific positions can approve such contracts within their authorized budget and in accordance with the TB Contracting Policy up to the acquisition card limit prescribed by the departmental authorities.
2. Where individual limits above the standard departmental limit established in the Acquisition Card Policy have been approved by the Director Procurement Policy, these higher limits apply on acquisition card purchases only.
3. When the acquisition card is issued for purchases under a Centrally Managed Cost Pool (CMCP), this authority is restricted to the CMCP Fund Centre.

##### **For positions with restricted authority identified in the Delegation Instrument as “F<sup>5</sup>”:**

Full contracting authority given to the Chief Audit Executive applies to contracts for forensic audit services only. The Chief Audit Executive’s contracting for other services, goods or construction are subject to the same restrictions as those in positions with restricted authority identified in the Delegation Instrument as “F<sup>1</sup>”.

# Employment and Social Development Canada

Delegation of Spending and Financial Authorities – Supplementary Notes

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## Other Reference Material

[TB Contracting Policy](#)

[TB Policy on Management of Materiel](#)

[TB Directive on Acquisition Cards](#)

[TB Contracting Policy](#)

[ESDC Procurement Policy](#)