



SOP No	1.019
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

TRANSACTIONAL AUTHORITY DELEGATION

1 PURPOSE

1.01 The purpose of this document is to specify the delegation of administrations authority in order to expedite work flow processes and empower front line staff to make necessary and/or time sensitive decisions.

2 EXPECTATIONS

2.01 This delegation of authority will be followed and approval will be sought when necessary.

3 RESPONSIBILITIES

3.01 Intentionally left blank.

4 PROCEDURES

4.01 The FD&O Purchase Matrix details the delegated authority for all FD&O Staff members. Below is additional detail not included in the matrix.

4.02 Labor and Purchasing Authority

4.02.1 Work Control is authorized to dispatch Technicians to DIN requests as necessary.

4.02.2 Supervisor / Lead / Maintenance Scheduler are authorized to schedule and assign Preventive Maintenance, Corrective Maintenance, Fee-for-Service, and Support Service Work Orders under the procedures outlined under Scheduling Work.

4.02.3 Supervisor / Lead is authorized to approve up to 8 labor hours and \$500 per individual part.

4.02.4 Supervisor/Lead is authorized to purchase Shop Stock without additional approvals up to a pre-determined amount per fiscal year. Additional Shop Stock will be purchased only with approval from an Appropriate Administrator.

4.02.5 Maintenance Technician is authorized up to 2 labor hours and \$150 per DIN Work Order.

4.02.6 Technician is authorized up to the labor hours and part costs estimated for an individually assigned Work Order.

4.02.7 Technician is authorized to resolve emergency work (life-safety, imminent system failure) immediately but must contact Supervisor / Lead or Service Desk as soon as it is possible.

4.02.8 Stores is authorized to purchase necessary parts identified by any Technician up to the estimated part costs on the associated Work Order. This does not include tools or equipment which requires Supervisor / Lead and/or Administrator approval.



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5 TRANSACTIONAL AUTHORITY MATRIX

Transactional Authority	Technician	Supervisor	Appropriate Administrator	Sr. Associate Director
Work Orders, Un-Estimated	\$75/WO	\$500/part	\$10K	\$50K
Work Orders, Estimated	Estimate	\$500/part	\$10K	\$50K
Work Orders, Do It Now	\$150/WO	\$500/part	\$10K	\$50K
Small Tool Purchase	N/A	\$250	\$10K	\$50K
PO Requests	N/A	Requestor	\$10K	\$50K
Blanket PO Requests	N/A	Requestor	Requestor	\$50K
Notes:				
1. All Blanket PO's must be approved by Associate Director.				
2. All Work Orders must be assigned to requestor's shop.				