

## Policy – Procedure – Administrative Directive

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**Title: Signing Authority**

**Policy No.:** \_\_\_\_\_

**Effective Date or Date of Last Amendment:**

**Approving Authority:** ☒ Board of Governors

☐ Senate

☐ Board & Senate

☐ President (as CEO)

☐ President or Vice-President (on authority delegated by Board or Senate)

**Responsible Executive:** ☐ President

☒ Vice-President, Administration & Finance

**See also: Related Policies, Procedures and Agreements:**

UNBC Policies and Procedures on *Purchasing* and *Contract Administration*

**Relevant Legislation and Regulations:**

N/A

### Background and Purpose:

The procurement of goods and services by the University of Northern British Columbia is covered by UNBC's Policies on *Purchasing* and *Administration of Contracts*. Procedures under those policies outline checks and balances and signing requirements for all expenditures, with the exception of research grant monies, within the Institution. This Policy establishes the monetary limits on delegated signing authority and outlines exceptions and Board discretion with respect to the entering into of Strategic Alliances which may impact usual signing authority procedures.

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## **Policy**

1. In accordance with the Board of Governors' approved University Budget, and in accordance with University Policy and Procedures, authority is conferred on Budget Unit Heads to make expenditures required for University operations. This Policy outlines the level of signing authority required to authorize commitments for the purchase of goods and services, according to dollar value and length of term of contracts and agreements as outlined below. Authority herein refers to total approved operating, capital and ancillary funds for Budget Unit Heads, for their respective areas of responsibility for a single transaction:

### **A. Department Chairs, Designated Budget Holders and Managers**

Up to \$9,999.99

Exceptions: Requisitions for capital purchases of \$1000 or higher which must be counter-signed by the appropriate Dean or Director, and all cheque requisitions for personal payment to a budget authority which must be approved by the appropriate Supervisor.

### **B. Deans and Directors**

Up to \$49,999.99

Exceptions: Requisitions for payment to Deans and Directors which must be approved by the appropriate Vice-President.

### **C. Vice-Presidents**

Up to \$249,999.99

Exceptions: Requisitions for payment to Vice-Presidents which must be approved by the President.

### **D. President**

Up to \$499,999.99

Exceptions: Requisitions for payment to the President which must be counter-signed by the Vice-President (Administration and Finance).

### **E. Board of Governors**

The Board of Governors has overriding signing authority and must approve all expenditures valued at \$500,000 or higher. In some emergency circumstances where approval by the Board as a whole cannot be obtained quickly, Board approval may be

sought through the Finance Committee of the Board. In cases where the Board of Governors approves financial commitments, signing authority will be delegated to two designated Senior Administrators (ie., President and Vice-Presidents) to certify proper approval. Requisitions for payment to Board members must be approved by the President or designate.

## **2. Delegation of Signing Authority**

In special circumstances (and for limited time periods only), signing authority may be delegated to others, in strict accordance with the Procedures enacted under this Policy. Delegation must be done in writing and clearly specify the extent of authority delegated and any restrictions placed thereon. Delegation of signing authority does not alter the responsibility for expenditures.

## **3. Additional Exceptions and Limits on Signing Authority**

Notwithstanding the signing authority outlined above, some contracts and agreements are such that they require Board of Governors authorization prior to approval. These include:

- A contract or obligation that, in the opinion of the President or responsible Vice President, should be approved by the Board;
- A Strategic Alliance or Preferred Supplier Agreement which contractually binds the University for **five** or more years;
- A lease or other agreement for the use of real property that exceeds **five** years;
- A contract or agreement that the Board, by resolution, requests be brought to the Board for approval;
- A contract or agreement to borrow money;
- Collective bargaining agreements;
- A document releasing a claim or obligation to the University where the amount involved exceeds \$10,000 in total;
- Major relationship agreements with other institutions **other than research agreements**, involving total resources that exceed **\$500,000**;
- The sale of university owned real estate

## **4. Reporting Requirements**

The following items should be reported to the Board of Governors following **university** approval:

- A contract or agreement, including the purchase or sale of goods or services, where the total obligation of the University or the total benefit to the University is over **\$100,000**;
- A contract or obligation that, in the opinion of the President or responsible Vice-President, should be reported to the Board;
- A contract or obligation that the Board, by resolution, requests be brought to the Board for information;

- A research or special project contract or agreement where the total value exceeds \$500,000;
- A relationship agreement with another institution involving total resources of up to \$500,000.

**5. Requirement for Bi-Annual Review of Contracts and Agreements and Annual Report on Signing Authority**

The Board of Governors has the authority to review all UNBC contracts and agreements. These should be collected in a registry and registry presented to the Board for review twice a year.

The Board of Governors should also be presented with a current list of Designated Budget Holders and persons with signing authority at UNBC on an annual basis.

**6. Delegation of Administrative and Procedural Authority**

Authority and responsibility for the procedural administration and implementation of this Policy in a manner compliant with the Policies and Procedures referred to herein, is assigned to the Vice-President Administration and Finance.

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**Procedure:** \* A Procedure outlines the process or steps to be followed to give effect to a University Policy. A Procedure may be amended by the Responsible Executive (President or Vice-President) provided that any such amendments are consistent with the relevant University Policy(s) and are reported to the appropriate Approving Authority in a timely manner.

Presently under review

**Administrative Directive:** \*An Administrative Directive outline such things as minor fee schedules, mileage rates, per diems, petty cash limits, identity of select or exclusive suppliers, fines, etc., which, by their nature may require reasonable Administrative adjustment from time to time . An Administrative

Directive may be amended by the Responsible Executive, provided any such amendments are made in compliance with the relevant Procedure(s), are consistent with the relevant University Policy(s) and are reported to the appropriate Approving Authority(s) in a timely manner.

Presently under review