1. Be it resolved that each of the following University officers be and is hereby authorized pursuant to section 53(a) of the University Act, to affix the corporate name and seal of the University on all deeds, transfers, mortgages, instruments, or documents required to be in writing, and to which the University is a party: President, Vice-President Academic and Provost, Vice-President, Finance and Operations; Vice-President, Research, Executive Director of Financial Services; University Secretary (Registrar), Registrar and Executive Director Student Enrolment.

2. The level of authority required to enter into contracts and agreements relating generally to the operation and development of the University and to bind the University to the terms thereof shall depend on the dollar amount of such contracts and agreements as set out below; those in excess of $5,000,000 require the approval of the Board of Governors. Where such approval is required between regular meetings of the Board, the Board authorizes the Board Executive Committee to action its behalf. Persons designated or appointed under this resolution are expected not to exercise their signing authority in circumstances where conflicts of interest exist or could be seen to exist; in addition, they are expected to inform their immediate supervisor when such circumstances exist.

2.1 Up to $5,000,000

One of: The President; Vice-President, Academic & Provost, Vice-President, Research, Vice-President Development and External Relations, Chair or Vice Chair of the Board of Governors, and

One of: Vice-President, Finance & Operations; Executive Director of Financial Services; University Secretary.

2.2 Up to $500,000

University personnel identified above may delegate their signing authority to other University employees. See Appendix A.
3. Borrowing and Banking Signing Authority

The President and University Secretary be authorized to execute the normal documents for the transaction of the University of Victoria banking requirements including specifically:

3.1 A line of credit of up to $10 million

3.2 The authorization to sign cheques and other banking documents and to sell, assign or transfer securities on behalf of the University:
   Two of: Vice-President Finance and Operations; Executive Director of Financial Services; Manager of Financial Accounting; Manager of Treasury Services; Manager of Pension Administration; Controller; Insurance Officer.

4. Responsibilities of Signing Officers

Persons with signing authority have the following responsibilities:

4.1 They must be assured that the University is able meet its obligations within the terms of the contract and that it is likely the other party(ies) can meet its (their) obligations.

4.2 They must be assured that the contract complies with labour legislation, employee collective agreements, tax legislation, and other legislative and regulatory requirements.

4.3 They must be assured that the appropriate level of approval has been obtained for the contract.

4.4 They must be aware of the financial and other benefits which are expected to flow to the University as a result of the contract.

4.5 The overhead rate included in the contract must be consistent with University guidelines or amended by the President or a Vice-President.

4.6 They have reviewed intellectual property requirements and physical, bodily injury and personal injury indemnities.

4.7 The primary office must maintain a register of contractual documents as follows:

   4.7.1 a list of the contractual documents signed by that signing officer during the preceding semester;
   
   4.7.2 the name of any other party or parties signing the documents;
   
   4.7.3 a brief description of the subject matter contained in the documents;
4.7.4 the date of execution by the University of each document signed on its behalf;

4.7.5 the date or dates of such other execution, if the document has been executed by the other party or parties;

4.7.6 the effective start and termination date and the actual or estimated amount of each contractual obligation.

The Secretary of the Board shall receive a list of the agreements and contracts each term.

4.7.7 For more certainty in determining the need for a use of legal advice:

i) If the contractual obligation is considered straightforward and the language contains no bias, then legal advice is unnecessary.

ii) If the contractual obligation involves a somewhat significant or potentially significant dollar amount(s), it should be referred to the University Secretary or Associate Vice-President Legal Affairs for an opinion as to whether external legal advice should be sought.

iii) If legal advice is considered essential due to very significant financial ramifications, then external legal advice must be sought in accordance with the Policy on Retention of External Legal Counsel (Policy AD2100).
Procedural Authority: Financial Management
Procedural Officer: Vice-President Financial Operations
Effective Date: April/07
Supersedes: March/97
Last Editorial Change:

Signing authority to enter into contracts and agreements and to bind the University to the terms thereof, has been delegated as follows:

I. General

Relating to the general operation and development and expansion of the University except as otherwise provided for in this Appendix:

A. With respect to a single transaction of up to $500,000:

One of: The President; Vice-President Finance and Operations; Vice-President Academic and Provost; Vice-President Research, and

One of: The Director of an Administrative Department; the University Librarian; Dean of a Faculty or Division.

II. Research

Relating to research contracts:

A. With respect to a single transaction of up to $500,000:

One of: The President; Vice-President, Academic and Provost; Vice-President, Research; Associate Vice-President, Research; Director of Research Services, and

Dean of a Faculty or Division, and

Chair or Director of the Unit.

B. With respect to a single transaction of up to $100,000:

One of: Vice-President, Research; Associate Vice-President, Research; Director of Research Services; and

Dean of the Faculty or Division, Director of a Research Centre.
C. Research Grants - relating to the approval of Research and Equipment grant applications.

With respect to a single application not exceeding $500,000:

One of: Vice-President, Academic and Provost; Vice-President, Research; Associate Vice-President, Research; Director of Research Services, and

Dean of the Faculty or Division, and

Chair or Director of the Unit.

D. Research Agreements on Studies Involving Animals or Humans after review by the relevant committee:

One of: Vice-President, Research; Associate Vice-President, Research; Director of Research Services.

III. Administrative or Educational or Professional Services: Commitment by the University to Provide (Sell) an Administrative or Educational or Professional Service

A. With respect to a single transaction of up to $500,000:

One of: President; Vice-President, Finance and Operations; Vice-President, Academic and Provost; Associate Vice-President, Academic; and

One of: Executive Director or Director of an Administrative Department; University Librarian; Dean of a Faculty or Division.

B. With respect to a single transaction of up to $75,000:

One of: the Executive Director or Director of an Administrative Department; the University Librarian; the Dean of a Faculty or Division, and

One of: a Manager of an Administrative Unit; a Chair or Director of an Academic Department; a Head of a Unit in the Library.

C. With respect to a single transaction of up to $30,000:

One of: President; a Vice-President; an Associate Vice-President; an Executive Director or Director of an Administrative Department; the University Librarian; the Dean of a Faculty or Division.

D. With respect to a single transaction of up to $10,000:

One of: a Manager of an Administrative Unit; a Chair or Director of an Academic Department; a Head of a Unit in the Library.
IV. Research, Training, Exchange and Cooperation Agreements

A. For practicum agreements:

One of: University Secretary; Assistant University Secretary, and
Dean of a Faculty or Division.

Relating to research, training, exchange, and cooperation agreements
including international agreements.

B. For University level agreements:

One of: President; Vice-President Academic and Provost, Vice-
President Research, and

One of: Dean of a Faculty or Division; Executive Director International
Affairs.

C. For Faculty or Department level agreements:

One of: Vice-President Academic; Vice-President Research; Associate
Vice-President Academic, and

One of: Dean of the Faculty or Division; Associate Dean; Assistant
Dean

• All international agreements at either the University level or unit level shall be filed
with the Executive Director International Affairs.

V. Purchasing (through the Purchasing Services Department and subject to
Purchasing Services Policy FM5105)

Relating to goods and services purchased or arranged through the activities
and regulations of the Purchasing Services Department.

A. With respect to a single transaction of up to $500,000:

Two of: the President, the Vice-President Finance and Operations; the
Executive Director of Financial Services; the Director of Purchasing
Services.

B. With respect to a single transaction of up to $200,000:

One of: the Director of Purchasing Services; the Executive Director of
Financial Services

and:

A Purchasing Officer in Purchasing Services.
C. With respect to a single transaction of up to $50,000:

One of:  the Director of Purchasing Services; a Purchasing Officer in Purchasing Services.

D. With respect to a single transaction up to $2,500

Delegated individuals in Science Stores and authorized individuals as per *Purchasing Services Policy FM5105* and the Purchasing Card Program Guidelines (see X. below)

VI. Purchasing (Exceptional Circumstances)

Relating to goods and services purchased or arranged outside the scope of the mandate of the Purchasing Department, including the purchase of utilities, the leasing of premises and the maintenance and operation of the buildings and grounds, and not otherwise provided for in this Appendix:

A. With respect to a single transaction of up to $500,000:

One of:  the President, the Vice-President Finance and Operations; the Vice-President Academic and Provost, the Vice-President Research, and

One of:  the Executive Director or Director of an Administrative Department; the Dean of a Faculty or Division, Director of a Research Centre.

B. With respect to a single transaction of up to $200,000:

One of:  the Executive Director or Director of an Administrative Department; the Dean of a Faculty or Division, and

One of:  a Manager of an Administrative Unit; a Chair or Director of an Academic Department.

C. With respect to a single transaction of up to $30,000:

One of:  President; a Vice-President; an Associate Vice-President; an Executive Director or Director of an Administrative Department; the Dean of a Faculty or Division, a Director of a Research Centre.

D. With respect to a single transaction of up to $10,000:

One of:  a Manager of an Administrative Unit; a Chair or Director of an Academic Department.
VII. Purchasing (Academic Services)

When utilizing this section, it is recommended that the Policy on the Determination of Employee Relationship (HR6325) be reviewed. A Business Firm Retainer form or contract is required whenever there is no employee relationship.

A. With respect to a single transaction of up to $500,000:

One of: the President, the Vice-President Academic and Provost, the Associate Vice-President Academic, and

One of: the Dean of a Faculty or Division

B. With respect to a single transaction of up to $50,000:

One of: President; a Vice-President; an Associate Vice-President; the Dean of a Faculty or Division.

C. With respect to a single transaction of up to $15,000:

One of: a Chair or Director of an Academic Department.

VIII. Purchasing (Acquisition of Library Materials and Services)

A. With respect to a single transaction of up to $250,000:

One of: the Vice-President Academic and Provost; the University Librarian and one of: a Manager or Head of a Unit in the Library.

B. With respect to a single transaction of up to $100,000:

One of: the University Librarian; and

One of: a Manager or Head of a Unit in the Library.

C. With respect to a single transaction of up to $30,000:

One of: the University Librarian; the Law Librarian; the Manager of Collections and Preservation Services; the Manager of Systems Services.

D. With respect to a single transaction of up to $10,000:

One of: a Manager or Head of a Unit in the Library.

IX Facilities Management (Construction Contracts)

Relating to the construction of new buildings and for additions, alterations or renovations to existing buildings as well as to site services and landscaping:
A. With respect to executing and witnessing the affixing of the corporate name and seal of the University on Contracts conforming to Board approved Standard Construction Contract Documents:

One of: the President, the Vice-President Finance and Operations; Vice-President Academic and Provost; the Vice-President Research, and

One of: the Executive Director of Facilities Management; the Executive Director of Financial Services.

B. With respect to Contracts not exceeding $250,000:

One of: the Executive Director of Facilities Management; the Director of Purchasing Services, and

One of: a Manager of the Facilities Management Department.

C. With respect to Contracts not exceeding $30,000:

One of: the Executive Director of Facilities Management; the Director of Purchasing Services

D. With respect to Contracts not exceeding $10,000:

One of: a Manager of the Facilities Management Department.

X. Purchasing Card

Authorization is given for the MasterCard Purchasing Card Program using software which electronically limits the types of goods and services an authorized cardholder can purchase as well as limiting individual transactions in amounts up to $2,500 (subject to certain higher transaction limit exceptions below) and restricts daily/monthly aggregate dollar spending. Authorization requires training and documented approval for each cardholder:

With respect to daily/monthly limit of up to $10,000:

President and Vice-Chancellor; (one of) Vice-Presidents, Associate Vice-Presidents; University Secretary; Deans; Assistant Deans; Associate Deans, Chairs; Executive Directors, Directors, Associate Directors; Executive Assistants; Administrative Registrar; Assistant Directors, Managers, Buyers;

With respect to transactions and a daily/monthly limit of up to $50,000:

Executive Director, Facilities Management; Director of Purchasing Services;

With respect to transactions of up to $5,000:
Purchasing Officers in Purchasing Services and Supervisor, Supplier Payments;

With respect to daily/monthly limit of up to $30,000:

University Librarian; Managers of the Bookstore, Computer Store and Housing, Food and Conference Services, Purchasing Officers, Supervisor, Supplier Payments;

With respect to daily/monthly limit of up to $5,000:

Supervisors; Administrative Officers; Administrative Support Account Holders; Secretarial Assistant Account Holders, Purchasing Assistants;

With respect to daily/monthly limit of up to $2,500:

Shop Heads in Facilities Management; other FAST account holders.

Exceptions from the above for exceeding $2,500 per transaction or temporarily increasing daily/monthly limits may be made by the Vice-President Finance and Operations.