



University
of Victoria

Signing Authority

University Policy No: FM5100

Classification: Financial Management

Approving Authority: Board of Governors

Effective date: June 2025

Supersedes: November 2023

Last Editorial Change: n/a

Mandated review: June 2032

Associated Procedures

[Contract Review Procedures](#)

[Signing Authority Approval Procedures](#)

[Signing Authority Delegation Procedures](#)

PURPOSE

- 1.00 The main purposes of this policy are to provide direction to the members of the university through a consistent framework that ensures that:
- a) Authorities are clearly assigned, properly approved and that delegation instruments are regularly updated;
 - b) The responsibilities and duties of those with approval authority are clearly communicated and understood;
 - c) Transactions and commitments are only entered into with appropriate authority; and
 - d) The university's activities are conducted in a manner that provides sound financial accountability and control of public funds entrusted to the university in accordance with appropriate policies, laws and regulations.

SCOPE

- 2.00 This policy applies to all contracts, commitments or obligations to which the university is a party and to all funds administered by the university.
- 3.00 Nothing in this policy limits the authority of the Senate. Persons exercising approval authority must ensure that all requisite approvals from the Senate have been obtained prior to execution, or that execution is expressly subject to obtaining the necessary Senate approvals. Approval authorities cannot bind the Senate to make any particular decision.

DEFINITIONS

- 4.00 For the purposes of this policy:

“account holder” means the primary person responsible for a budget or restricted fund within the university's financial system.

“authority to spend” means the authority to expend uncommitted funds against a budget or other available funding, to which a person has a direct or delegated authority up to the limit of the available funding in compliance with relevant policies and directives.

“commitment authority” means the authority to commit the university to legally binding contracts with external parties.

“contract” means a legally binding promise or agreement between two or more parties for consideration that is enforceable by law.

“one-over-one approval” means approval authority provided by an individual’s supervisor attesting to the validity of the expenditure where there may be a potential or perceived conflict of interest so that no one is placed in a position where they authorize a payment to themselves or to their benefit.

“approval authority” means legal authority delegated to specific positions within the university. This encompasses various types of authority including commitment and authority to spend approvals.

POLICY

COMMITMENT AUTHORITY

- 5.00 The Board of Governors of the University of Victoria is responsible for the management of the university and its resources. The Board may delegate approval authority and responsibility for matters necessary for the management of day-to-day operations in accordance with the *University Act* to the President, Vice-Presidents and other employees of the university.
- 6.00 The level of authority required to enter into contracts and to bind the university to the terms of such shall depend on the dollar amount of such contracts as set out in [Schedule A](#) of this Policy. For clarity, the values of interdependent contracts that comprise a single obligation are deemed to be a single transaction for purposes of determining signing thresholds in Schedule A.
- 7.00 No person may approve any document that creates an obligation or undertaking on behalf of the university unless that individual has approval authority in accordance with this policy and the attached [Schedule A](#).
- 8.00 The delegated approval authority must ensure that contracts are reviewed and approved in accordance with the Contract Review Procedures prior to contract execution.
- 9.00 Authority delegated by the Board can be delegated in accordance with the Signing Authority Delegation Procedures.

AUTHORITY to SPEND

- 10.00 Approval of the university’s Budget Framework by the Board of Governors and the subsequent detailed budget approved by the President confers authority upon account holders to make expenditures (spend) within the amounts and scope of the accounts delegated to them in the budget, subject to:
- a) the dollar amount limits for single transactions as outlined in [Schedule B](#);
 - b) the Signing Authority Approval Procedures;
 - c) relevant University policies and procedures; and
 - d) external funding, including donor, terms and conditions, if applicable.

- 11.00 Account holders of restricted funds (e.g. sponsored research, endowment spending and other specific purpose funds) may approve expenditures within the amounts of the restricted funding available, subject to (a), (b) (c), and (d) in section 10.00 above.
- 12.00 Approval authority may be delegated in accordance with the Signing Authority Delegation Procedures. Account holders remain responsible to ensure that expenditures do not exceed the funding available, and in the case of restricted funds, are consistent with the restricted intent of the funding.

AUTHORITIES AND OFFICERS

- 13.00 The following is a list of authorities and officers for this policy:

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice-President Finance and Operations
- iii) Procedural Authority: Vice-President Finance and Operations
- iv) Procedural Officer: Executive Director, Financial Services

RELEVANT LEGISLATION

[University Act, RSBC 1996, c. 468](#)

RELATED POLICIES AND DOCUMENTS

[Purchasing Services Policy \(FM5105\)](#)

[Determination of Employment Relationship \(HR6325\)](#)

[Fund Raising and Gift Acceptance Policy \(ER4105\)](#)

[External Research Funding Agreements \(RH8200\)](#)

[Research Funding Management and Financial Accountability Policy \(FM5405\)](#)

SCHEDULE A – Commitment Authority Table

Commitment authority varies based on transaction type. The tables below specify the required approvals based on type and threshold before tax.

Corporate Seal

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
To affix the corporate seal on all deeds, transfers, mortgages, instruments or documents	Unlimited	President; VP Academic & Provost; VP Finance & Operations; VP Research & Innovation; University Secretary; Executive Director, Financial Services; Registrar	

Banking and Investments

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Banking documents including line of credit up to \$10M and to authorize signatories to sign cheques and banking documents and sell, assign or transfer securities	Unlimited	President	University Secretary
Authority to sign cheques and banking documents	Unlimited	VP Finance & Operations; AVP Financial Planning; Treasurer; Executive Director, Pensions and Plan Governance	Executive Director, Financial Services; Director, Payments & Banking Services; Director, Financial Reporting & Training; Director, Pensions
Authority to sell, assign or transfer securities	Unlimited	VP Finance & Operations; AVP Financial Planning; Treasurer; Executive Director, Pensions and Plan Governance	Executive Director, Financial Services; Director, Payments & Banking Services; Director, Financial Reporting & Training; Director, Pensions

Research Funding and Non Funding Agreements

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures		
		One of Signature 1	And One of Signature 2	And One of Signature 3
Research Funding Agreements including grants, contracts, contribution agreements or other agreements providing funding for research purposes.	\$5,000,000 or more	Board of Governors (by motion)		
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Financial Services	
	Up to \$1,000,000	President; VP Academic & Provost; VP Research & Innovation; AVP Research;	Dean	Chair; Director, Research Centre
	Up to \$250,000	VP Research & Innovation; AVP Research; Executive Director Research Partnerships	Dean; Director, Research Centre	
Standard Form Tri-Agency Transfer letters approved by General Council to transfer tri-agency funds out from UVIC	Up to \$1,000,000	AVP Research		
	Up to \$500,000	Executive Director Research Services or Executive Director Research Partnerships		
Non-funded extension of a contract or agreement that was previously signed	No-cost extension	Dean or Executive Director Research Partnerships or AVP Research		
Research funding applications or proposals	Unlimited	See the Procedures for Approval of External Research Funding Agreements		
Material transfer, non-disclosure and intellectual property agreements and other non-funding agreements related to research. Does not include Conflict of Interest.	Unlimited	AVP Research; or Executive Director, Research Partnerships		

Revenue Contracts

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Provide administrative, educational or professional services (not including goods for re-sale) to parties outside the university	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Financial Services
	Up to \$1,000,000	President; VP Finance & Operations; VP Academic & Provost; AVP Academic Programs;	Executive Director or Director, Administrative department; University Librarian; Dean
	Up to \$250,000	Executive Director or Director, Administrative Unit; University Librarian; Dean	Manager of an Administrative Unit; Unit Head in Library; Chair or Director of Academic department
	Up to \$100,000	President; A VP; An AVP; Executive Director or Director of Administrative Unit; University Librarian; Dean	
	Up to \$50,000	Manager of Administrative Unit; Chair or Director academic department; Unit Head in Library	

Research, Training, Exchange, Cooperation and International Agreements

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Practicum agreements	Unlimited	University Secretary; Associate University Secretary	Dean
University level agreements	Unlimited	President; VP Academic & Provost VP Research & Innovation	Dean
Faculty or department level agreements	Unlimited	VP Academic & Provost; VP Research & Innovation; Associate VP Academic	Dean; Associate Dean; Assistant Dean

Donations

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Gifts to be accepted by the university	See the Fundraising and Gift Acceptance Policy (ER4105) and related procedures		

Purchase of Goods and Services subject to University Purchasing Policy

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Purchase of Goods and Services subject to Purchasing Policy (FM5105) and not included elsewhere in this Appendix	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Financial Services
	Up to \$1,000,000	President; VP Finance & Operations; VP Academic & Provost; Executive Director, Financial Services;	President; VP Finance & Operations; VP Academic & Provost; Executive Director, Financial Services; Associate Director, Purchasing
	Up to \$500,000	Executive Director, Financial Services;	Purchasing Officer in Purchasing Services Associate Director, Purchasing
	Up to \$75,000	Associate Director, Purchasing; Purchasing Officer in Purchasing Services	
	Up to \$15,000	Delegated individuals as per Purchasing Policy	
Purchase of goods or services required in the case of urgent and unforeseeable emergencies.	Up to \$500,000	VP Finance & Operations; AVP Financial Planning	
	Up to \$100,000	Executive Director, Facilities Management; Chief Information Officer; Director, Campus Security; Treasurer; Manager, Risk, Insurance and Continuity Planning	

Purchase of Goods and Services NOT subject to University Purchasing Policy

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Purchase of Goods and Services NOT subject to university Purchasing Policy (FM5105) and not included elsewhere in this Appendix.	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Board Chair or Vice Chair	VP Finance & Operations; University Secretary; Executive Director, Financial Services
	Up to \$1,000,000	President; VP Finance & Operations; VP Academic & Provost; VP Research & Innovation	Executive Director or Director of Administrative Unit; Dean; Director, Research Centre
	Up to \$500,000	Executive Director or Director of Administrative Unit; Dean;	Manager of Administrative Unit; Chair or Director of Academic Unit
	Up to \$50,000	President; A VP; An AVP, Executive Director or Director of Administrative department; Dean; Director, Research Centre	
	Up to \$25,000	Manager of Administrative Unit; Chair or Director of Academic Unit	

Purchase of Academic Services

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Purchase of Academic Services – not including employment. Please see Contracting for Academic Services page on VPAC website.	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Board Chair or Vice Chair	VP Finance & Operations; University Secretary; Executive Director, Financial Services
	Up to \$1,000,000	President; VP Academic & Provost; AVP Academic Programs AVP Faculty Relations	Dean
	Up to \$100,000	President; A VP; An AVP; Dean	

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
	Up to \$25,000	Chair or Director of Academic Unit	

Purchase of Library Materials and Services

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Acquisition of Library materials and services.	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Financial Services
	Up to \$500,000	VP Academic & Provost; University Librarian;	Manager or Unit Head in Library
	Up to \$50,000	University Librarian; Manager or Unit Head in Library	

Construction and Renovation Contracts (and related consultants)

Commitment/Contract Type	Threshold (Single project for construction contracts) (Single transaction for consultants)	Required Signatures	
		One of Signature 1	And One of Signature 2
Contracts relating to the construction and renovation of buildings, site development, landscaping and related capital planning and feasibility consultants, following the process outlined in section 1.5 of the university Purchasing Policy.	\$10,000,000 or more	Board of Governors (by motion)	
	Up to \$10,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Financial Services
	Up to \$5,000,000	President; VP Finance & Operations VP Academic & Provost; VP Research & Innovation	Executive Director, Facilities Management; Executive Director, Financial Services
	Up to \$2,000,000	Executive Director, Facilities Management; Executive Director Financial Services	Director, Capital Development and Delivery

Commitment/Contract Type	Threshold (Single project for construction contracts) (Single transaction for consultants)	Required Signatures	
		One of Signature 1	And One of Signature 2
	Up to \$1,000,000	Executive Director, Facilities Management	
	Up to \$500,000	Director, Capital Development and Delivery; Associate Director, Purchasing	
	Up to \$250,000	Associate Director, Capital Development and Delivery	
	Up to \$25,000	Manager and Project Manager in Facilities Management department	

Utilities

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Contracts for the purchase of utilities (electricity, gas, sewer, water)	\$5,000,000 or more	Board of Governors (by motion)	
	Up to \$5,000,000	President; VP Academic & Provost; VP Research & Innovation; VP External Relations; Chair, or Vice Chair of BOG	VP Finance & Operations; University Secretary; Executive Director, Financial Services
	Up to \$1,000,000	President; VP Finance & Operations; VP Academic & Provost; VP Research & Innovation	Executive Director or Director, Facilities Management
	Up to \$500,000	Executive Director or Director, Facilities Management	Energy Manager in Facilities Management
	Up to \$50,000	Executive Director or Director, Facilities, Management;	
	Up to \$25,000	Energy Manager in Facilities Management	

Real Property Contracts

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
Acquisition, disposal and long term lease of land 25 years or longer, including those requiring approval of the Minister under the University Act	Unlimited	Board of Governors (by motion)	
Short term lease of space under 25 years (acquire and provide)	Unlimited	VP Finance & Operations; AVP Financial Planning	User of leased space
Documents related to rights of way, easements, land title and licenses	Unlimited	VP Finance & Operations; Executive Director, Facilities Management	

Purchases of Goods and Services using University Commercial Cards

Commitment/Contract Type	Single Transaction Limit	Monthly Limit	Designated Individuals Within:	Card Limits Must be Approved by All of:
Authorization to acquire goods and services in accordance with university commercial card program subject to transaction limits and monthly limits	\$15,000	\$200,000	Purchasing Services	<ul style="list-style-type: none"> FAST account holder One-over-one approver Executive Director, Financial Services VPFO
	\$15,000	\$100,000	Purchasing Services Athletics & Recreational Services	<ul style="list-style-type: none"> FAST account holder One-over-one approver AVP Executive Director, Financial Services
	\$15,000	\$50,000	Financial Services Bookstore Science Stores	<ul style="list-style-type: none"> FAST account holder One-over-one approver Dean or Director Executive Director, Financial Services
	\$5,000	\$15,000	All UVic Departments	<ul style="list-style-type: none"> FAST account holder One-over-one approver Executive Director, Financial Services

Note: Exceptions to the categories above for business needs that require additional limits or purchasing items from the [C Card Prohibited Items](#) list require approval from the VPFO.

SCHEDULE B –Authority to Spend Table

The following roles are able to authorize expenditures for single transactions up to the limits below assuming sufficient funds are in the budget. Single transactions in excess of an individual's authority require "one-over-one" approval, except sponsored research funding where the principal investigator has authority to sign on expenditures contained within the grant budget and terms.

Committed construction contracts (schedule A) that the Board of Governors has delegated signing responsibility will be approved up to \$2,000,000 by the Executive Director, Facilities Management and both the Executive Director, Facilities Management. The Vice President Finance and Operations will also approve for over \$2,000,000. Other Board of Governors delegated committed contracts (schedule A) over \$2,000,000 will be approved by the appropriate VP(s).

Dollar Threshold	Position
> 5,000,000	Board of Governors (by motion)
Up to \$5,000,000	President
Up to \$1,000,000	Vice-President
Up to \$500,000	Associate Vice-President
Up to \$250,000	Dean/Executive Director
Up to \$100,000	Chair/Director
Up to \$50,000	Manager/Account Holder



SIGNING AUTHORITY - CONTRACT REVIEW PROCEDURES

Procedural Authority: Vice-President Finance & Operations

Procedural Officer: Executive Director, Financial Services

Parent Policy: [Signing Authority Policy \(FM5100\)](#)

Effective Date: June 2025

Supersedes: December 2016

Last Editorial Change: New

PURPOSE

- 1.00 To outline the process by which university contracts and agreements are reviewed prior to their execution.

SCOPE

- 2.00 These procedures apply to all agreements, contracts, commitments or obligations to which the university is a party.

DEFINITIONS

- 3.00 The definitions contained in the university's [Signing Authority Policy \(FM5100\)](#) apply to these procedures.

PROCEDURES

- 4.00 Individuals with approval authority must be assured that:
- a) The appropriate level of approval has been obtained as per [Schedule A](#) of the Signing Authority Policy;
 - b) The university is able to meet its obligations within the terms of the contract and that it is likely the other party can meet its obligations;
 - c) The contract is in accordance with any legislative or regulatory requirements, policies, guidelines, collective agreements, or other obligations of the university;
 - d) They are aware of the financial and other benefits that are expected to flow to the University as a result of the contract; and
 - e) The recovery towards indirect costs included in the contract are consistent with university policies.
- 5.00 In addition to the assurances outlined above, individuals with approval authority must also ensure that contracts receive all necessary reviews including:
- a) Legal, indemnity and liability review by the Office of the General Counsel
 - b) Insurance review by the Manager, Risk, Insurance and Continuity Planning
 - c) Privacy review by the Office of the Chief Privacy Officer
 - d) Faculty Relations review by the Office of the Vice-President Academic
 - e) Excluded employment contracts review by Associate Vice-President, Human Resources, or delegate.

Legal Review

- 6.00 The General Counsel must review all contracts, regardless of value, where there is potential for significant or uncertain liability to the university. While contract approval

authorities must use their own judgment in determining which contracts need to be reviewed by the General Counsel, some examples include:

- a) All contracts with a total annual financial value greater than \$50,000;
- b) All contracts involving the lease, transfer, mortgage, acquisition or disposition of an interest in land, or licenses involving land, regardless of value;
- c) All contracts with entities from a jurisdiction other than British Columbia, where the laws of that jurisdiction are the governing laws of the contract;
- d) Contracts that could negatively impact the university's reputation; and
- e) Contracts where there is the potential for injury to persons, property, or the environment.

- 7.00 If contract approval authorities are uncertain regarding any contract provision, they should seek legal advice from the General Counsel.

Insurance and Indemnity Review

- 8.00 Contracts that contain insurance and/or indemnity provisions must be reviewed by the Manager, Risk, Insurance and Continuity Planning. This ensures that the university is not accepting an unreasonable degree of financial risk.

Privacy Review

- 9.00 Contracts in which a third party may have access to personal information under the custody or control of the university must be reviewed by the Privacy Officer, unless the General Counsel is reviewing the contract and the two offices have determined that an additional review by the Privacy Officer is not required.
- 10.00 Anyone reviewing a contract should refer to the [Freedom of Information and Protection of Privacy Act, RSBC 1996, c. 165 \(FIPPA\)](#), and the university's [Protection of Privacy Policy](#). The Protection of Privacy Policy requires the university to attach the Privacy Protection Schedule to any third party contract or agreement that requires the collection, use, or disclosure of personal information, to ensure that the third party treats personal information in accordance with FIPPA and university policies and procedures.

Faculty Relations Review

- 11.00 All tenured and tenure-track faculty appointment contracts require review by Faculty Relations and approval of the Vice-President Academic and Provost prior to the conveyance of the written employment offer and/or appointment contract to the candidate. Deans may develop standard appointment contracts and hiring packages which are pre-cleared for use in routine hires.

Excluded Employment Contracts Review

- 12.00 All excluded employee appointment contracts, not including Deans or Associate Deans, require review by the Associate Vice-President, Human Resources, or designate, prior to the conveyance of the written employment offer and/or appointment contract to the candidate.

Exceptions

- 13.00 Legal, insurance and privacy reviews may not be required in situations where the approval authority has used template agreements that have been previously approved

by the General Counsel or Chief Privacy Officer, with no alternations to legal or risk or privacy terms. Contract approval authorities must consult the General Counsel if they wish to amend a term or condition of such contracts.

- 14.00 Standard contracts or contractual terms adopted for one specific use must never be amended, or terms of one such contract transferred to a different contractual area, without the General Counsel's express agreement.
- 15.00 Contracts falling under the jurisdiction of Office of Research Services, Purchasing Services and Facilities Management are reviewed by each of these respective offices who have contract review procedures in place reflecting the unique nature of their contracts. These offices periodically consult with General Counsel, the Manager, Risk, Insurance and Continuity Planning and the Chief Privacy Officer as required.

High Risk Contracts

- 16.00 Contract approval authorities must bring contracts that:

- a) Have an unusually high risk factor;
- b) Bring the university's activities under public scrutiny; or
- c) Involve any controversial matter,

to the attention of the appropriate Vice-President prior to the contract being signed. The Vice-President may seek advice or approval from the Board of Governors as required.

RELATED POLICIES AND DOCUMENTS

[Signing Authority Policy \(FM5100\)](#)

[Purchasing Policy \(FM5105\)](#)

[Privacy Protection Schedule](#)



SIGNING AUTHORITY – APPROVAL PROCEDURES

Procedural Authority: Vice-President Finance & Operations

Procedural Officer: Executive Director, Financial Services

Parent Policy: [Signing Authority Policy \(FM5100\)](#)

Effective Date: December 2016

Supersedes: New

Last Editorial Change: January 2018

PURPOSE

- 1.00 To outline the responsibilities of those individuals within the university who have authority to approve expenditures and to provide assurance that expenditures:
- a) are required for university purposes;
 - b) comply with university policy and procedures and applicable external funding, including donor, terms, where applicable; and
 - c) avoid any potential or perceived conflict of interest.

SCOPE

- 2.00 These procedures apply to all funds administered by the university.

DEFINITIONS

- 3.00 The definitions contained in the university's [Signing Authority Policy \(FM5100\)](#) apply to these procedures.

PROCEDURES

- 4.00 Approval of the university's Budget Framework by the Board of Governors and the subsequent detailed budget approved by the President confers authority upon account holders to make expenditures within the amounts and scope of the accounts delegated to them in the budget and subject to the dollar limits outlined in [Schedule B](#) of the Signing Authority Policy.
- 5.00 Individuals responsible for restricted funds such as research and specific purpose funds, including endowment spending, are authorized to make expenditures within the amounts and scope of the funding received.
- 6.00 Account holders must ensure that expenditures are required for university purposes and are in compliance with university policies and procedures and external funding, including donor, terms and conditions, where applicable. Any expenditure that may be deemed ineligible or inappropriate is the responsibility of the account holder.
- 7.00 While administrative staff may prepare expenditure transactions for approval, the approver is ultimately responsible for transactions they have signed.
- 8.00 Approval signatures affixed to expenditure transactions, whether written or electronic, attest to the following criteria:
- a) That expenditures are required for university purposes;

- b) That expenditures comply with university policy and procedures and, where applicable, external funding, including donor, terms and conditions;
 - c) That the transaction form has been filled out accurately and completely and that appropriate supporting documentation is provided; and
 - d) That sufficient uncommitted funds are available in the account to be charged.
- 9.00 The university reserves the right to withhold the commitment or payment of expenditure transactions that do not meet all of the criteria outlined in section 8.00.

One-Over-One Approval

- 10.00 Expenditure transactions that may represent a potential or perceived conflict of interest must be approved by the claimant's supervisor. The one-over-one approval provides assurance that due diligence has been exercised and ensures that no one is placed in a position where they can authorize a payment to themselves or to their benefit.
- 11.00 The claimant must provide complete, accurate information and documentation to substantiate the claim in order for the one-over-one approver to sign off.
- 12.00 Examples of where one-over-one approval is required are as follows:
- a) Travel expense claims and advances;
 - b) Expense claims including hospitality;
 - c) Petty cash reimbursements;
 - d) Commercial card statements;
 - e) Honoraria, consulting fees or other payments; and
 - f) Payments to family members or relatives.
- 13.00 The above examples are a guide only and do not represent an exhaustive list. If there is uncertainty that an expenditure represents a potential or perceived conflict of interest, then one-over-one approval should be obtained.

RELATED POLICIES AND DOCUMENTS

[Signing Authority Policy \(FM5100\)](#)

[Purchasing Policy \(FM5105\)](#)

[Research Funding Management and Financial Accountability Policy \(FM5405\)](#)



SIGNING AUTHORITY – DELEGATION PROCEDURES

Procedural Authority: Vice-President Finance & Operations

Procedural Officer: Executive Director, Financial Services

Parent Policy: [Signing Authority Policy \(FM5100\)](#)

Effective Date: December 2016

Supersedes: New

Last Editorial Change: New

PURPOSE

- 1.00 To outline the process by which commitment and approval authorities can be delegated.

SCOPE

- 2.00 These procedures apply to both commitment and approval authority as outlined in the university's Signing Authority Policy and to all funds administered by the university.

PROCEDURES

Commitment Authority

- 3.00 Contracts in excess of \$5,000,000 normally require the approval of the Board of Governors. Where such approval is required between regular meetings of the Board, the Executive and Governance Committee may deal with the matter – See the [Procedures of the Board of Governors](#).
- 4.00 Individuals who have been delegated commitment authority by the Board of Governors, as set out in [Schedule A](#) of the university's Signing Authority Policy may sub-delegate their authority to sign contracts on behalf of the university by temporarily appointing another individual to their position in an acting capacity.
- 5.00 The person holding an acting position will have the same commitment authority as the person making the sub-delegation, subject to the dollar limits outlined in "Schedule A" to the Policy.
- 6.00 The person holding the acting position who receives a sub-delegation of commitment authority cannot further sub-delegate this authority to others.
- 7.00 Individuals delegated commitment authority by the Board remain ultimately responsible for the contracts executed by their delegates.
- 8.00 The temporary appointment of a person to an acting position may only be made to an employee of the university.
- 9.00 The sub-delegation must be in writing using the prescribed form.

Approval Authority

- 10.00 Account holders are assigned responsibility for budgets and FAST accounts by virtue of their position.

- 11.00 Account holders may delegate authority to approve expenditures, subject to the amounts allocated in their budgets or for a lower fixed dollar value, and within the limits outlined in "Schedule B" of the Signing Authority Policy.
- 12.00 Delegations can be temporary or ongoing.
- 13.00 Only the account holder may delegate approval authority to other employees.
- 14.00 Account holders remain responsible for expenditures approved by delegates even though delegates have been granted authority.
- 15.00 One-over-one approval authority cannot be delegated although if another person is appointed in a temporary acting capacity to the account holder's position they will inherit the account holder's approval authority as well as one-over-one approval authority.
- 16.00 Delegation of approval authority must be in writing using the prescribed form.

RELATED POLICIES AND DOCUMENTS

[Signing Authority Policy \(FM5100\)](#)

[Purchasing Policy \(FM5105\)](#)

[Research Funding Management and Financial Accountability Policy \(FM5405\)](#)