

Delegation of Signing Authority	
Policy: Signing Authority and Contractual Commitments	
Category: Administrative	Approval Date: December 14, 2020
Procedure Owner: VP College Services	Effective Date: January 1, 2021
Procedure Administrator: Financial Services and Business Manager	Review Period: 3 Years
Associated Documents: Signing Authority Compliance Form Procedure for Executing Contracts and Agreements and Authorizing Transactions Electronic and Digital Signatures Procedure	

PURPOSE

The purpose of this Procedure is to outline

- levels and types of signing authorities,
- conditions under which authorities are delegated, maintained and tracked, as well as
- roles and responsibilities of participants in the delegation process.

PROCEDURE

The Board of Governors of Red Deer College (“the Board”) delegates its signing authority to the President of the College and authorizes the President to further delegate her/his signing authority to designated officers for the purpose of the ordinary course of business of the College.

Delegating Authority to a Position (Adding and Deleting Signing and Spending Authorities)

1. Signing and spending authorities are determined on the basis of the job description and responsibilities.
2. The approving authority becomes effective on the day the specimen signature sheet and the signed Signing Authority Compliance form are both received in Financial Services.

Temporary Delegation of Authority

1. Signing officers may assign their responsibility to another individual in an acting role during period of absence from the College when that absence is greater than two business days.
2. Notification must be received in writing prior to the assignment. Notification is sent to Financial Services by email to finance@rdc.ab.ca, noting the duration of the assignment.
3. Signing authority can only be delegated to another signing authority. The designee will assume responsibilities and financial limits of the designating official.
4. Spending authority is delegated to another spending or signing authority. The designee will assume responsibilities and financial limits of the designating official.

5. Final responsibility for expenditures authorized during the acting period rests with the designating official.

Signing a Compliance Form

1. A Signing Authority Compliance form must be completed for any new approving authority and renewed annually.
2. The Compliance form is reviewed prior to signing with the approving authority's senior leader. The form must be signed by both parties to be valid.

Specimen Signature Sheets

1. Specimen signature sheets are used to identify the incumbent of a position to whom approving authority has been delegated.
2. Specimen signature is provided for any new approving authority and is valid until the incumbent no longer holds that position.
3. Authorities need to provide a signature that they ordinarily use. Authorizing signatures provided on subsequent documents are compared to these samples to verify the authority.

Maintaining a List of Authorized Positions

Financial Services maintains a list of authorized positions and incumbents occupying those positions.

DEFINITIONS

Contract: any written or verbal arrangement (agreement, contract, letter of intent, memorandum of understanding or similar) that creates a legally binding commitment for the College.

Discretionary expenses: expenses for which there is an option as to when and if to incur them and for which there must be a purchasing method and approval by the College signing officer.

Digital signature: a guarantee that an electronic document is authentic; verification that a document has been seen and authorized by the signer with private signing key.

Electronic signature: a symbol or process used as an expression of one's agreement to the terms of a particular document. Could be an image of a hand-written signature or any kind of electronic and authenticity stamp that identifies or can be used to identify who and what was signed.

Senior Leader: a member of the College Senior Administration team.

Signing authority: legal power delegated by the Board through the President of the College to organizational positions appointing them as agents of the College to perform transactions and execute contracts.

Spending authority: a power delegated to select College positions to authorize expenditures up to a specific amount.

Signing Officer: A College representative with power to sign an agreement or authorize a transaction.

Delegation of Authority by Position

Position	College Seal	Signing Authority	Spending Authority	Financial Limit
		Authority based on contract/transaction type	Authority based on budget code and financial limit	Applies to expenditures
Chair, Board of Governors; President	✓	All Transactions	All types of Expenses	Unlimited
Vice Presidents	✓	All Transactions In Their Portfolio	<u>1</u> All types of Expenses	\$ 250,000 <u>2</u>
Associate Vice Presidents		All Transactions In Their Portfolio	All types of Expenses	\$ 250,000
Deans; Directors; CIO; Registrar		All Transactions In Their Portfolio	All types of Expenses	\$ 50,000
PD Committees' Chair and Treasurer		All Transactions In Their Portfolio	PD Related Expenses, Including Type 1 & 3 Expenses	\$ 25,000
Associate Deans			Type 1, 2 & 3 Expenses	\$ 25,000
Associate Registrars; Managers and Equivalent	<u>3</u>		Type 1, 2 & 3 Expenses	\$ 10,000
PD Representatives			PD Related Expenses, Including Type 1 & 3 Expenses	\$ 5,000
PACs, Leads, Coordinators and Other Positions With Spending Authority			Type 1 Expenses	\$ 5,000

Footnotes:	
1 Portfolios	
VP Academic	Academic contracts, agreements with students, research contracts, partnership agreements
VP College Services	Mandatory expenses, construction, banking, investment, leases, property agreements, service and maintenance agreements, insurance, partnership agreements
VP Corporate	Personnel contracts, employment related agreements, collective agreements, sponsorship agreements, partnership agreements, non-credit program agreements
2 Unlimited to VP College Services When Approving Mandatory Expenses	
3 Unlimited to Payroll Manager When Approving Government Remittances	

Expense Types:
Type 1: Discretionary and capital expenses
Type 2: Employment related transactions (administrative responsibility)
Type 3: Travel, hosting and business expenses (claimant's supervisor to approve)