



## Procedure

<b>Delegation of Signing Authority</b>	
<b>Policy:</b> Signing Authority and Contractual Commitments	
<b>Category:</b> Administrative	<b>Approval Date:</b> September 19, 2023
<b>Procedure Owner:</b> VP Finance and Administration & CFO	<b>Effective Date:</b> October 2, 2023
<b>Procedure Administrator:</b> Manager, Procure to Pay and Business Operations	<b>Review Period:</b> 3 Years
<b>Associated Documents:</b> <a href="#">Signing Authority Compliance Form</a> 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 Polytechnic (“the Board”) delegates its signing authority to the President of the Polytechnic 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 Polytechnic.

#### 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 Finance.

#### Temporary Delegation of Authority

1. Signing officers may assign their responsibility to another individual in an acting role during period of absence from the Polytechnic when that absence is greater than two business days.
2. Notification must be received in writing prior to the assignment. Notification is sent to Finance by email to [finance@rdpolytech.ca](mailto:finance@rdpolytech.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**

Finance 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 Polytechnic.

**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 Polytechnic 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 Polytechnic leadership team.

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

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

**Signing Officer:** A Polytechnic 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; Chief of Staff		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		All Transactions In Their Portfolio	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 & Student Experience

Academic contracts, agreements with students, research contracts, partnership agreements

VP Finance and Administration & Chief Financial Officer

Mandatory expenses, construction, banking, investment, leases, property agreements, service and maintenance agreements, insurance, partnership agreements

VP Development & Partnerships

Personnel contracts, employment related agreements, collective agreements, sponsorship agreements, partnership agreements, non-credit program agreements

**2 Unlimited** to VP Finance and Administration & CFO When Approving Mandatory Expenses

**3 Unlimited** to Manager, Compensation and Benefits When Approving Payroll 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)