

SIGNING AUTHORITY

Approval Authority	President
Responsible Executive	Chief Financial Officer
Related Policies / Legislation	Financial Management (BPD-205) Signing Authority (BPD-205.02)

PURPOSE

This policy is to establish the principles and behaviours that university employees are expected to demonstrate when carrying out university business transactions through legal and/or financial commitments, by comprehensive assignment of signing authority to specific positions within the university.

SCOPE

This policy applies to all legal and financial documents of the university that require an authorizing signature(s).

DEFINITIONS

Signing officer: A representative of the university vested with signing authority by delegation from the Board of Governors and application of this policy.

Signing authority: The power to bind the university to a legal or financial document.

POLICY

1. The president, delegated the responsibility by the Board of Governors to establish a comprehensive system of controls over all legal and financial commitments, may further delegate this responsibility by application of this policy.
2. The responsibilities of signing officers with respect to such issues as legal and risk management review, insurance, execution of documents, records management, delegation and spending authority will be established and assistance will be provided to ensure that signing officers understand their responsibilities.

REGULATIONS

1. A signing officer will not sign a document until they have ensured that the agreement or the transaction has received all required internal approvals including, where applicable, legal and purchasing approval.
2. Prior to signing an agreement, signing officers should consider whether the importance, level of risk or potential reputational impact of the agreement justifies the agreement being forwarded to a higher signing officer or the Board for approval.

APPENDICES

Please see the [Signing Authority Procedures](#) for more information.
