

## SIGNING AUTHORITY POLICY

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

<b>Functional Category:</b>	Finance
<b>Approval Date:</b>	June 11, 2015
<b>Effective Date:</b>	April 1, 2015
<b>Policy Owner:</b>	Vice President, College Services and Chief Financial Officer
<b>Policy Administrator:</b>	Director, Integrated Planning and Financial Services

### Objective:

NorQuest College (college) is committed to responsible stewardship of its funds by conducting all business affairs in a consistent and cost effective manner. This policy specifies the signing authority limits given to positions within the college. It establishes the approval thresholds and transactions allowed at each level, aligns with the Board Bylaws Article 11, and establishes a mechanism for confirming that signing authorities understand their role and responsibilities.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 7](#), which delegates responsibility for the College's financial planning and activities to the President and CEO and [Policy No.5](#), which delegates authority to the President and CEO to establish policies and procedures for the College's management and operation.

### Policy:

The college will ensure appropriate approval for financial activities by conducting business affairs in a consistent manner based on the signing authority limits, pre-authorization requirements, additional approval requirements specified in this policy, and within the parameters defined in the approved Business Plan and related budgets.

The following Signing Authority Limits and Pre-authorization Requirements are to be used in conjunction with related college procedures.

### Signing Authority Limits

Position Description	Operating	Capital	Benefits Payroll Pensions	Contractual Term	Banking Authority
Board Chair	> \$500K	> \$1M			√
President & CEO	> \$500K	> \$1M	> \$500K	> 3 yrs	√
Vice President	≤ \$500K	≤ \$500K		≤ 3 yrs; or ≤ 5 yrs if no \$ value	
Chief Financial Officer	≤ \$500K	≤ \$1M	≤ \$500K	same as VP	√
Executive Director	≤ \$250K	≤ \$250K		≤ 1 yr	
Director, IPFS	≤ \$250K	≤ \$250K	≤ \$400K	≤ 1 yr	√
Dean/Director*	≤ \$100K	≤ \$100K		≤ 1 yr	
Associate Dean	≤ \$75K	≤ \$75K		≤ 1 yr	
Senior Manager	≤ \$75K	≤ \$75K		≤ 1 yr	
Manager**	≤ \$50K			≤ 1 yr	
Supervisor/Store Coordinator	≤ \$25K			≤ 1 yr	
All Others***	≤ \$10K			≤ 1 yr	

### Pre-authorization Requirements

Position Description	Travel & Related	Hosting	Professional Development	Procurement Card
Board Chair <sup>1</sup>	for Board Members & President	for Board Members & President	for Board Members & President	√
Vice Chair/FAC Chair <sup>1</sup>	for Board Chair	for Board Chair	for Board Chair	√
President & CEO	√	√	√	√
Vice President	√ + out of country	√	√	√
Executive Director	√ + out of province	√	√	
Dean/Director*	√ + out of province	√	√	
Senior Manager	√	√	√	
Associate Dean	√			
Manager**	√			
Supervisor/Store Coordinator	√			
All Others***	√			

\* Includes the Chief of Staff

\*\* Includes managers, program chairs, and principals.

\*\*\* Designated Authority to staff members in a portfolio.

### Additional Approval Requirements

Signing authority for positions below the Dean/Director level are to be approved by a member of Executive Committee, an Executive Director, a Dean or a Director. The approver must notify the Director, IPFS, in writing, of the approval and include the employee name and relevant Department ID.

Financial expenditures or commitments (contract, purchase order, invoice, expense claim, or pre-authorization) and budget adjustment transfers or transfers of expenses or revenues require:

- approval at the level appropriate to the total value of the transaction; and
- approval by the appropriate program/department signing authority.

Decisions with regards to any disposition, acquisition or development of land are required to be approved by the Board of Governors as per the *Post-secondary Learning Act*.

### Delegation

Those appointed in an acting capacity have the full signing authority of the role they are acting in for the duration of the appointment. A written notice authenticating the acting appointment is to accompany documentation when signed in an acting capacity. Should no one be appointed in an acting capacity, signing authority defaults to the next senior level.

### Emergency Operations

Activation of the College's Emergency Operations Centre (EOC), enables the EOC to have the ability to approve transactions that may exceed the limits/pre-authorizations within this policy on a College wide basis to

<sup>1</sup> As per Board Procedures No. 1.5 – Board Member Expenses; and No. 1.2 – Professional Development

facilitate the College’s response to, and recovery from, a Level 2 or 3 incident as identified in the College’s Emergency Response Plan.

**Annual Review**

On an annual basis, all individuals in positions with signing authority are required to sign the “Signing Authority Compliance Form” indicating that they have reviewed the policies and procedures, that they understand them, and agree to comply with the relevant policies and procedures.

**Definitions:**

**Signing Authority:** An employee of the college who has been granted authority by the President and CEO to approve commitments for the acquisition of goods and services for the purpose of conducting ordinary business on behalf of the College.

**Banking Authority:** A Board approved authority authorized to open or close bank accounts, sign, make, draw, accept, endorse and deliver cheques, promissory notes, bills of exchange, orders for payment of money and agreements and instruments as is necessary for the operation of the college’s bank accounts.

**Related Information:**

- [Contract Management Procedure](#)
- [Donation Acceptance Procedure](#)
- [Forecast Management Procedure](#)
- [Goods and Services Procurement Procedure](#)
- [Hosting Procedure](#)
- [Post-Secondary Learning Act](#)
- [Procurement Card Procedure](#)
- [Professional Development Funding Request Procedure](#)
- [Professional Development Graduate Studies Reimbursement Procedure](#)
- [Tangible Capital Asset Management Policy](#)
- [Travel and Business Expense Policy](#)
- [Travel and Related Expenses Procedure](#)

**Related Procedures:**

N/A

**Next Review Date:**

May 2019

**Revision History:**

December 2011: New (replaces Standard Practice 6.11)  
 August 2013: update for document links and branding  
 November 2014: update for document standards  
 June 2015: reviewed and approved as per Policy and Procedure Framework (replaces Signing Authority Procedure – Goods and Services)