



POLICY NUMBER 200

APPROVAL DATE 09-06-2011

LAST AMENDMENT

REVIEW DATE 09-2016

SIGNING AUTHORITY – RESPONSIBILITIES

AUTHORITY	President
PRIMARY CONTACT	Chief Financial Officer
RELATED POLICIES	Signing Authority – Banking (116) Board Policy on Signing Authority (BRP-205.02) Spending Authority (BRP-205.04) Purchasing and Competitive Bidding (130)

PURPOSE/PHILOSOPHY

This Policy sets the authority whereby persons with the relevant responsibility review and sign documents within their areas of responsibility and exercise diligence in their fiduciary responsibilities to the University.

POLICY

Individuals who sign documents that create an obligation or undertaking on behalf of the University of the Fraser Valley must have signing authority in accordance and compliance with this Policy.

Agreements, contracts or obligations entered into on behalf of the University of the Fraser Valley are varied and numerous. Consideration must be given to the significance of the agreements, the necessity of indemnities, consideration of insurance coverage, legal and other consequences. It is also important that agreements are considered from an institution-wide perspective and that appropriate consultation and communication has occurred. In those cases where sub-delegation has occurred, it is essential that the delegator be apprised of actions taken or agreements signed by the delegate.

Signing authority to enter into contracts, agreements and obligations to bind the University to the terms thereof, has been delegated as follows:

General

Relating to the general operation, development and expansion of the University except as otherwise provided for in this Appendix:

For a single transaction up to \$500,000:

Any one of:

President; Provost and Vice President Academic; Vice President Student; Vice President External

And any one of:

Chief Financial Officer, Director of Finance

Research

1. Relating to research contracts and research grants, including applications and proposals for research contracts and grants:

For a single transaction up to \$500,000:

Any one of:

President; Provost and Vice President Academic

And:

Associate Vice President Research and Graduate Studies

For a single transaction up to \$100,000:

Associate Vice President Research and Graduate Studies

2. Research Grants - relating to the approval of equipment or research space

Any one of:

President; Provost and Vice President Academic; Associate Vice President Research and Graduate Studies

And any one of:

Chief Financial Officer, Director of Campus Planning

Educational Partnerships and Contracts

Agreements for the pursuit of academically related activity, including the establishment or management of an arrangement, program or organization, within or outside the university premises, between the University and another party.

For a single transaction of up to \$500,000:

Any one of:

President; Provost and Vice President Academic; Vice President Students; Vice President External, Chief Financial Officer;

And: a Dean of a Faculty or Division

For a single transaction of up to \$100,000:

Any one of:

Dean of a Faculty or Division; Associate Vice Presidents, Excluded Directors, Registrar

For a single transaction of up to \$30,000

Director of a Department upon specific delegation by a Dean or Associate Vice-President

Administrative and Professional Services Contracts

Subject to the University's Purchasing Policy, regulations, process and procedures, agreements related to but not limited to: accountants and auditors, solicitors, consultants, non-credit training and workshops, conferences.

For a single transaction up to \$500,000:

Any one of:

President; Provost and Vice President Academic; Vice President Student; Vice President External

And any one of:

Chief Financial Officer, Director of Finance

For a single transaction of up to \$30,000

Director of a Department upon specific delegation by an Associate Vice-President or Dean

Purchase of Equipment, Furniture, Goods and Services

Relating to goods and services purchased or arranged through the activities of the Purchasing Services Department or Campus Planning Department.

With respect to a single transaction of up to \$500,000:

Any one of:

President, Provost and Vice President Academic, Vice President External, Vice President, Students, Chief Financial Officer

And:

Director of Supplies Management

For a single transaction up to \$100,000:

Any one of:

Associate Vice Presidents, Dean of Faculty or Division, Registrar, Excluded Directors

And:

Director of Supplies Management;

Signing authority is delegated to authorize Purchasing Services staff to procure goods and/or services under the provisions of monetary limits of established blanket, standing or other forms of purchase orders, contracts or agreements, executed on behalf of the University, provided that each transaction limit does not exceed the amount of \$30,000.

Contracts – Facilities Services including Facilities Management and Capital Projects

Relating to capital construction and renovations directly related to the operation and maintenance of buildings and the development of University facilities subject to the University's Purchasing Policy, regulations, processes and procedures.

With respect to a single transaction up to \$2,000,000:

Any one of:

Chief Financial Officer, Director of Finance

And any one of:

Director of Campus Planning; Director of Facilities

With respect to a single transaction up to \$100,000:

Any one of:

Director of Campus Planning; Director of Facilities

Contracts and Agreements – Real Property

Relating to the disposal, sale, purchase or lease of real property subject to applicable approvals from the Ministry of Advanced Labour and Market Development and/or the Ministry of Finance

With respect to a single transaction up to \$1,000,000

Any one of:

Chief Financial Officer, Director of Finance

And any one of:

Director of Campus Planning; Director of Facilities

Contracts and Agreements – Technology

Relating to contracts (including purchase orders) on behalf of the University related directly to the acquisition of technology, software, hardware or information systems, subject to the University's Purchasing Policy, regulations, processes and procedures.

With respect to a single transaction up to \$500,000

Any one of:

President, Provost and Vice President Academic; Vice President External; Vice President Students, Chief Financial Officer

And any one of:

Chief Information Officer; Director of Information Technology Services

With respect to a single transaction up to \$200,000

Any one of:

Chief Information Officer; Director of Information Technology Services

And any one of:

Dean of a Faculty or Division; Associate Vice Presidents, Excluded Directors

Contracts – University Bookstore

Relating to contracts (including purchase orders) on behalf of the University related directly to the acquisition of books and others goods and items for resale for the University Bookstores subject to the University's Purchasing Policy, regulations, processes and procedures.

With respect to a single transaction up to \$500,000

Any two of:

Vice President External; Chief Financial Officer; Director, Ancillary Services

With respect to a single transaction up to \$200,000

Any two of:

Director, Ancillary Services , Director of Finance

With respect to a single transaction up to \$100,000

Director, Ancillary Services

Contracts and Agreements – Library

Relating to contracts, agreements and purchase orders for the acquisition of library materials and provision of services for the operation of the University Libraries subject to the University's Purchasing Policy, processes and procedures.

With respect to a single transaction up to \$500,000

Any two of:

President; Provost and Vice President Academic; University Librarian

With respect to a single transaction up to \$100,000
University Librarian

Purchasing Cards

Authorization is given for the MasterCard Purchasing Card Program using software which electronically limits the types of goods and services a cardholder can purchase as well as limits individual transactions in amounts up to \$1,000 (subject to exceptions below) and restricts daily/monthly aggregate dollar spending. Authorization requires training and documented approval for each cardholder.

With respect to a daily/monthly limit of up to \$10,000:

President; Vice Presidents; Chief Financial Officer; Associate Vice Presidents; Deans;
Executive Assistants; Deans Assistants

With respect to transactions and a daily/monthly limit of up to \$50,000:

Director of Supplies Management; Director of Facilities

With respect to transactions of up to \$10,000:

Buyers in Purchasing Services and Capital Projects

With respect to a daily/monthly limit of up to \$30,000:

University Librarian; Director, Ancillary Services ; Purchasing Buyers

With respect to daily limits of \$1,000 and monthly limits of \$3,000:

Directors; Associate Directors; other FAST Account Holders as authorized by their
supervisors

The Director, Supplies Management or the Director of Finance may temporarily increase monthly card limits to no more than \$30,000 to accommodate emergencies, overseas travel and unusual circumstances. Permanent exceptions to the above limits require the approval of the Chief Financial Officer.

Reference: The Board policy on Development and Review of Administrative Policies (BRP-220.06) empowers the President to create and revise policies and procedures consistent with Policy Directions of the Board. This policy is guided by Board policy direction Financial Management (BPD-205).