



DELEGATION OF SIGNING AUTHORITY POLICY

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| POLICY #: | 200.03.01 |
| SECTION: | Finance |
| ORIGINAL APPROVAL DATE: | October 3, 2018 (formerly Procedure 200.03.02) |
| LATEST APPROVAL DATE: | October 3, 2018 |
| APPROVING AUTHORITY: | Original signed by the President + CEO |

Purpose

The Alberta College of Art and Design (ACAD) Board of Governors is accountable for the fiscal management of the institution and has a fiduciary responsibility to ensure the appropriate expenditure of public funds. Delegation of position signing authority is necessary for the ongoing administrative and operational requirements of the institution; however the level of delegation must be placed with positions of appropriate responsibility to ensure a system of internal control sufficient to protect the assets of the institution.

Scope

This Policy applies to all employees, students or contractors acting as agents for the institution who require expenditure approval. All positions listed on the Signing Authority Matrix are considered to be Expenditure Officers and are authorized on specific expenditure functions.

Definitions

The following definitions identify expenditure functions as referenced on the Signing Authority Matrix:

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| Cheque Signing: | The signing of cheques by authorized Expenditure Officers. Identified positions and contact information is shared with the institution's Bank for cheque processing and security. |
| Expenditure Officer: | A delegated employee with authority to initiate and approve expenditures on behalf of the institution as per the Signing Authority Matrix, and certify receipt of goods or services and contract performance and price. |
| Staffing Requisitions: | Utilized to approve and facilitate New FT /PT Position hires; Vacancy rehires and Temporary or Casual Hires. |



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| Procurement Card / (P-cards): | Credit cards administered through the Finance department to facilitate a convenient, timely and cost effective method of acquiring lower cost operational goods and services where tendering or purchase requisitions are not required. |
| Purchase Requisitions: | The authority to requisition the purchase of goods or services in advance of the goods or service being received. The completed requisition form must be approved by the Expenditure Officer, and once accepted by the Bookstore provides authorization to purchase goods or a services from a vendor. |
| Signing Authority Matrix: | Outlines the authority delegated to specific positions within the institution to commit the institution to legally binding contracts or commitments with external parties. This encompasses various types of authority including commitments and approval authority, and may be updated from time to time on the authority of the President +CEO. |
| Standing Purchase Order: | A preauthorized requisition submitted to the Bookstore for a recurring service where the vendor will submit more than one invoice during the budget year. These orders will be completed in lieu of ongoing purchase requisitions to vendors |
| Contract: | A written financial agreement that outlines an exchange of services and monies between a third party (vendor, individual, institution) and the institution. |
| Non-financial agreement: | A written agreement that outlines a partnership, mutual cooperation or service agreement between a vendor, party or group and the institution that does not entail a monetary exchange or obligation. All non-financial agreements must be authorized by the President + CEO or Vice President, Administration. |
| Invoice Approval: | The acknowledgement or validation of a purchase or service received from a vendor. Approval consists of a signature and inclusion of a purchase order (PO) number, already provided to the Expenditure Officer by the Bookstore, or a fully executed contract or financial agreement. |
| Payment Voucher: | An accounting document to make payments to students for scholarships, bursaries, and awards, and may only be authorized by the Registrar, CFO, or Vice President/President. |



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Policy

1 Board of Governors

- 1.1 The Chair of the Board of Governors has responsibility to approve certain direct expenditures or commitments incurred by the President including travel for business, conference attendance and p-card purchases.

2 President and CEO

- 2.1 The President and CEO has authority over the total approved budgets of the institution. The President and CEO is authorized to procure and administer the institution's financial, physical and human resources within the limits of the annual budgets approved by the Board.
- 2.2 The President and CEO has the responsibility to ensure that total expenditures within the institution for the fiscal year is not in excess of annual budgets approved by the Board of Governors.
- 2.3 Recommended additions or deletions of positions, which have not been previously approved through the annual budget process, must be forwarded to the President and CEO for approval.

3 Vice Presidents and Associate Vice Presidents

- 3.1 The Vice-Presidents have authority over the total approved budgets within their Divisions.
- 3.2 Vice-Presidents have the responsibility to ensure total expenditures within their Divisions for the fiscal year are not in excess of the amounts approved during the annual operating and capital budget processes. When actual costs within Departments or Schools differ from approved estimates, the overall budgetary impact must be determined and, if deemed significant, must be reviewed by the appropriate Vice-President and adjustments made to ensure adherence to the total operating and capital budget allocated.

4 Chairs and Directors

- 4.1 Chairs of Schools and Department Directors have authority for the total approved budgets for their School or Department. Chairs and Directors have the responsibility to ensure that total expenditures within their School or Department for the fiscal year are not in excess of the amounts approved during the annual operating and capital budget processes.



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4.2 Only capital items, which have been previously approved or have the appropriate Vice-President's approval may be requisitioned under Chairs' and Department Directors' authority.

5 Managers

5.1 Managers have authority for the total approved operating budget within their Departments as may be assigned by their direct Supervisor. Department Managers have the responsibility to ensure that total expenditures within their subject area or Department for the fiscal year are not in excess of the amounts approved and assigned during the annual operating and capital budget processes.

6 Other Employees

6.1 Other employees, contractors or students acting as agents of the institution will have authority for expenditure as may be assigned by their Chair/Director, Vice President, or President, whichever may be the most direct supervisor, and as indicated on the Signing Authority Matrix or as approved in the documented terms and conditions of the contract or agreement under which they are contracted to perform services to the institution.

7 Expenditure Approvals

7.1 All expenditures must be approved by an authorized Expenditure Officer, as per the Signing Authority Matrix.

7.2 Employees may not approve their own expenses. Requisitions for payment to or services for any employee, must be countersigned by the appropriate Expenditure Officer, typically one up approval.

7.3 A signing authority may be delegated for an absent Expenditure Officer, when the proposed delegate is already an approved Expenditure Officer for the institution. Email notice must be provided to the Finance department indicating who will be designated as the acting signing authority and the time period of the acting designation. Finance will retain a log of all delegations for audit purposes.

Related Documents

Appendix A: Signing Authority Matrix

100. Board of Governors: Code of Conduct

200. Finance: Purchasing Procedure

200. Finance: Contracting Procedure



SIGNING AUTHORITY MATRIX

per Delegation of Signing Authority Policy

| Employee Title | Cheque Signatories (2 required) | Staffing Requisitions | | | Expenditure Limit (authority restricted to assigned budget cost centres) | Other Authority | |
|---|------------------------------------|-----------------------|-----------------|--------------------------|---|--------------------------|------------------|
| | | New Position | Vacancy Rehires | Temporary / Casual Hires | For purchase requisitions /orders/contracts/cheque requisitions/invoices/expense claims | Non-financial Agreements | Payment Vouchers |
| President + CEO | Yes | Yes | Yes | Yes | unlimited | Yes | Yes |
| Vice President Administration | Yes | / | Yes | Yes | \$200,000 | Yes | Yes |
| Vice President Academic + Provost | / | / | Yes | Yes | \$200,000 | Yes | Yes |
| Director, Facilities and Ancillary Services | / | / | Yes | Yes | \$100,000 | / | / |
| Vice President Advancement | / | / | Yes | Yes | \$75,000 | / | / |
| Chief Financial Officer | Yes | / | Yes | Yes | \$25,000 | / | Yes |
| Executive Director Con Ed + Prof Dev | / | / | Yes | Yes | \$25,000 | / | / |
| Director, Research and Graduate Studies | / | / | Yes | Yes | \$25,000 | / | / |
| Director, Enrollment and Student Services | / | / | Yes | Yes | \$25,000 | / | / |
| Director, Human Resources | / | / | Yes | Yes | \$25,000 | / | / |
| Director, Enterprise Solutions | / | / | Yes | Yes | \$25,000 | / | / |
| Director, Computing + Technical Services | / | / | Yes | Yes | \$25,000 | / | / |
| Director, Communications | / | / | Yes | Yes | \$25,000 | / | / |
| Registrar | / | / | Yes | Yes | \$10,000 | / | Yes |
| Director, Learning Services | / | / | Yes | Yes | \$10,000 | / | / |
| Director, all other | / | / | Yes | Yes | \$10,000 | / | / |
| School Chairs | / | / | Yes | Yes | \$5,000 | / | / |
| Academic Curator | / | / | / | / | \$5,000 | / | / |
| Managers, all | / | / | / | / | \$5,000 | / | / |
| Executive Assistants | / | / | / | / | \$500 | / | / |
| Technicians | / | / | / | / | \$500 | / | / |