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	Approved by: <i>Senior Executive</i>	
Topic SIGNING AUTHORITIES	Effective Date Revised December 9, 2009	Replaces G-04-87-20

SIGNING AUTHORITIES POLICY

1.0 PURPOSE

To delegate signing authorities to various levels of the Cambrian College organization.

2.0 LEVELS OF AUTHORITY

The following authorization levels apply:

- Level 1: Board of Governors
- Level 2: President
- Level 3: Senior Executive
- Level 4: Direct Reports to Senior Executive
- Level 5: Direct Reports to Level 4
- Level 6: Other budget holders as assigned

- 2.1 Attached are operational procedures which outline the implementation procedures for signing authority and procedures for temporary or permanent changes.

3.0 LEVEL OF CONTROL

Budgets will be controlled by line sub-total (Full-Time, Part-Time, Non-Salaried, Capital) at Level 3.

4.0 ALTERNATES/EXCEPTIONS

- 4.1 Assigned signatories must designate, in writing, signing responsibility to an alternate individual in their absence.
- 4.2 A higher level of authority may restrict, limit or authorize exceptions for signing authorities at lower levels. Such decisions must be communicated in writing.
- 4.3 No delegation authorizes amounts to be spent in excess of line sub-totals in each budget centre.

AREAS OF AUTHORITY

	AREA	MINIMUM LEVEL OF AUTHORITY
5.0 <u>Bank Accounts</u>		
5.1	(i) General Account (ii) Bursary Account	President Vice President (Any two of the above).
5.2	Special Projects Support Allowances	Level 5

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5.3	Cheques Issued Using the Cheque Writing Machine: \$0 to \$50,000.00 \$50,000.00 and greater	President Vice President, Finance & Administration (Signatures applied by machine) Any two of the above. President or Vice President (Signature applied by machine) and any one of the following manual signatures: President Vice President
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6.0 Purchase Requisitions

6.1	Operating less than \$100.00 (Petty Cash) \$0.00 - \$1000.00 \$0.00 - \$10,000.000 \$0.00 - \$25,000.00 \$25,000 and Over	Initiator Initiator + Level 6 Initiator + Level 5 Initiator + Level 4 Initiator + Level 3
6.2	For those items which have been approved as part of the capital budget process (College and Provincial), signing authority extends to the amounts identified in the approval documents.	Initiator + Level 4

7.0 Annual Budget - Revisions

7.1	The Board of Governors of Cambrian College will consider for approval proposed revision to the annual budget, if any, with each quarterly budget report.	Board of Governors
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8.0 Capital Construction Projects		
8.1	Capital Construction project approvals.	Level 1
8.2	If the final cost is greater than the approved amount by less than 10%, provided it does not exceed the annual budget approved by the Board.	Level 2
8.3	If the final cost is greater than the approved amount by 10% or more, or if the final cost exceeds the annual budget approved by the Board of Governors.	Level 1