

Title	Signing Authority
Number	B1016
Category	Administration

1. PURPOSE

To assign accountability and define limits on delegated signing authority with the exception of employment and student contracts.

2. DEFINITIONS

Accountability – is the obligation of an individual or Department to account for its activities, accept responsibility for them and to disclose the results in a transparent manner.

Budget Officer – the responsible SLT member, responsible LLT member or an individual delegated responsibility for developing the budget, monitoring the financial performance and overseeing the operations of a Department.

Budget Officer signature sheet – a standard form that contains a sample signature of a Budget Officer approved by the applicable Senior Leadership Team member.

Contract – a contract as defined in Policy C4002 – Contract Management.

Department – a budgetary unit of the College as determined by the Vice-President, Administration and Finance.

Langara Leadership Team (“LLT”) – the individuals (at a Director level or higher role) who report directly to a Vice-President.

Purchasing Agents – the Purchasing Manager, Senior Buyers and Buyers of the College.

Risk Services – is the College authority for assessing institutional risk that is high due to undisclosed or potential liability.

Senior Budget Officer – the Budget Officer to whom the subordinate Budget Officer reports.

Senior Leadership Team (“SLT”) – the President and the Vice-Presidents of the College.

3. POLICY

General

- 3.1 The President delegates signing authority to the SLT, LLT and Purchasing Agents as set out in this policy.
- 3.2 Banking Agreements, Contracts and Documents may only be authorized as set out in Policy C1001 – Banking Authority.

- 3.3 Members of the SLT and LLT may further delegate signing authority and responsibility for each Department assigned to them to Budget Officers.
- 3.4 The hierarchy of the Budget Officers shall follow the functional reporting hierarchy of the College and be available to all employees.
- 3.5 Each Department will have one Budget Officer as authorized by the responsible SLT or LLT member.
- 3.6 Budget Officers may not approve their own expense claims.
- 3.7 Budget Officers are responsible for authorizing budget expenditure requests for the procurement of goods and services in accordance with Policy C3001 – Purchasing, and its associated Purchasing Directives.
- 3.8 When a Budget Officer will be absent temporarily from the College, an alternate signing authority may be delegated for a specified period of time. Delegating an alternate signing authority will require the written approval of the LLT member responsible for the area and must be reported to the Director, Financial Services or delegate. The authorized limits of approval shall not exceed the limits established for the original Budget Officer. Where no alternate arrangements have been made, authority will move to the Budget Officer to whom they report.

Limits of Approval

- 3.9 Budget Officers may only approve requisitions and expenditures or enter into contracts within the limits of approval set out in Appendix I, and not exceeding amounts that in aggregate are over the Department budget.
- 3.10 Budget Officers must forward any type of contract not specifically identified in Appendix I to the Vice-President, Administration and Finance for review and approval to proceed.
- 3.11 The President or Vice-President, Administration and Finance may authorize the use of standardized contracts within a service area. Once authorized, these standardized contracts may be approved by the authorized SLT or LLT member as long as the terms and conditions are unaltered from the previously approved contracts. Alterations to standardized contract terms and conditions must be authorized in writing by the President or Vice-President, Administration and Finance.
- 3.12 Where a written contract is required, in addition to or instead of a Purchase Order, for the purchase of goods and services over \$500,000, it can only be executed by the President or the Vice-President, Administration and Finance.
- 3.13 Only the President and Vice-President, Administration and Finance can approve lease agreements.
- 3.14 Only the President and Vice-President, Administration and Finance can approve expenditure contracts that have terms of two or more years.
- 3.15 Mandatory review by the Director, Organizational Risk or delegate is required for all contracts over \$50,000 prior to signing.
- 3.16 Contracts will be managed in accordance with Policy C4002 – Contract Management.

- 3.17 Budget reallocations must be approved in writing by the responsible SLT or LLT member and the Budget Officers responsible for the Departments involved. Where one of the responsible Budget Officers is also an LLT member, the responsible SLT member must approve the reallocation.
- 3.18 A Budget Officer’s signature is required to approve all transactions obligating the College for expenditures and contractual commitments.

Legal Advice

- 3.19 Budget Officers who wish to seek legal advice must obtain the approval of the Director, Organizational Risk prior to contacting any legal advisor. The choice of the legal advisor to use is at the discretion of the Director, Organizational Risk in consultation with the Budget Officer.

Contract Repository

- 3.20 Budget Officers shall provide and Risk Services will retain the originals of all executed contracts, other than Purchase Orders and employment contracts, in either paper or electronic format.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Vice-President, Administration and Finance.

5. REGULATIONS/PROCEDURES

- Appendix I: Limits of Approval
- Appendix II: Roles and Responsibilities of Budget Officers
- Appendix III: Related Statutes, Regulations and Policies

History/Revision	
Origination Date	March 10, 2009
Amendment Date(s)	Approved June 13, 2017 Effective October 1, 2017 March 19, 2015
Next Review Date	October 1, 2020

APPENDIX I
Limits of Approval

EXPENSE CONTRACTS

Expense Contracts <i>Contracts involving monetary exchange for supply of Goods or Services (Except Banking Contracts and related Documents)</i>			
Amount	Recommend Contract for Signature	Required Approval*	Authorized Signature
Up to the lesser of \$10,000 or the total Departmental budget**	Budget Officer	Risk Services	Responsible Budget Officer
\$10,000 to the lesser of \$100,000 or the total Departmental budget**	Initiating Budget Officer	Senior Budget Officer (as applicable) and Responsible LLT member	Responsible SLT member
over \$100,000 and up to \$500,000	Senior Budget Officer (as applicable) and responsible LLT member	Responsible SLT member***	President or Vice-President, Administration and Finance
Over \$500,000 and up to \$3,000,000	Responsible LLT or SLT member	Vice-President, Administration and Finance and President	President or Vice-President, Administration and Finance
Over \$3,000,000	President	Board of Governors****	President
<p>* Any expenditure contract with a term of two or more years must be approved by the President and Vice-President, Administration and Finance.</p> <p>** Advertising contracts may be signed by the Vice-President or Director in charge of Communications and Marketing Services if approved by a Budget Officer responsible for the area.</p> <p>*** Where the responsible SLT member is the Vice-President, Administration and Finance, the President will provide secondary approval.</p> <p>**** The Board of Governors must approve all expenditure contracts over \$3,000,000. Upon written approval by the Board of Governors, the President and Vice-President, Administration and Finance may sign the contract.</p>			

Purchase Requisitions and Purchase Orders*			
Amount	Approval of Requisition	Approval of Purchase Order	Authorized Signature
Up to the lesser of \$50,000 or the total Departmental budget	Initiating Budget Officer	Buyer (up to \$5,000) Senior Buyer (up to \$20,000) Manager, Purchasing (above \$20,000)	Buyer or Senior Buyer
Up to \$75,000	Responsible LLT member	Manager Purchasing	Buyer or Senior Buyer
Up to \$500,000	Responsible SLT member	Manager Purchasing	Buyer or Senior Buyer
Over \$500,000	President or Vice-President, Administration and Finance	Manager, Purchasing	Buyer or Senior Buyer
* An expenditure that is initiated by a Purchase Requisition and results in a Purchase Order. Purchase Orders must be issued only after a Purchase Requisition has been prepared and approved as above.			

Payments not requiring Contracts or Purchase Orders*	
Amount	Authorized signature for the Approval of Payment
Up to \$5,000	Budget Officer
Up to a maximum of \$50,000* or the total Departmental budget	Senior Budget Officer
Up to \$75,000	Responsible LLT member
Up to \$500,000	Responsible SLT member **
Over \$500,000	President or Vice-President, Administration and Finance
* Payments for exceptions as contemplated in Purchasing Directives paragraph C3001-4.	
** Payroll remittances and Utility Invoices may be authorized by the Responsible LLT member or designate.	

Property Leases (either as lessor or lessee)			
Lease Terms	Recommend for Signature	Required Approval	Authorized Signature
All leases or rental agreements that end after the end of the fiscal year in which the lease was entered into.	Responsible LLT member	Director, Facilities and Board of Governors and Ministry of Advanced Education	President or Vice-President, Administration and Finance
* The Board of Governors must approve all leasing offers and lease contracts for properties prior to Ministry Approval.			

REVENUE CONTRACTS

Revenue Contracts		
Amount	Recommend for Signature	Required Signature
Up to \$5,000	Budget Officer	Budget Officer
Up to \$50,000	Budget Officer	Responsible LLT member
Over \$50,000 and up to \$500,000	Responsible LLT member	Responsible SLT member or Vice-President, Administration and Finance
Over \$500,000 and up to \$5,000,000	Responsible SLT member	Vice-President, Administration and Finance or President
Over \$5,000,000	President	Board of Governors**
<p>* Contracts under \$5,000 do not require review by Risk Services if they do not contain an indemnity requirement.</p> <p>** The Board of Governors must approve all revenue contracts over \$3,000,000. Upon written approval by the Board of Governors, the President and Vice-President, Administration and Finance may sign the contract.</p>		

Research Contracts			
Amount	Recommend for Signature	Mandatory Review & Approval	Authorized Signature
Up to \$500,000	Budget Officer	Responsible LLT member and Director, Organisational Risk	Provost and Vice-President, Academic and Students
Up to \$3,000,000	Responsible LLT Member	Provost and Vice-President, Academic and Students and Director, Organizational Risk	Vice-President, Administration and Finance
Over \$3,000,000	President	Director, Organizational Risk	Board of Governors*
<p>* The Board of Governors must approve all research contracts over \$3,000,000. Upon written approval by the Board of Governors, the President and Vice-President, Administration and Finance may sign the contract.</p>			

Non-Monetary Contracts and Contracts other than Expenditure or Revenue Contracts		
Type of Agreement	Recommend for Signature	Required Signature
Academic Memoranda of Understanding (MOU's)	Initiating Budget Officer	Provost and Vice-President, Academic and Students, Responsible Dean or President
Affiliation Agreements	Initiating Budget Officer	Senior Budget Officer
Articulation Agreements	Education Council	Provost and Vice-President, Academic and Students or President
Banking Agreements and Documents	See Banking Authority Policy C3005	
Educational Partnerships	Responsible LLT member	Responsible SLT member
Gift Agreements	Responsible LLT member	Director of College Advancement or President as per Policy B1012 – Gift Acceptance
Intellectual Property Agreements*	Responsible LLT member	Responsible SLT member
International Memoranda of Understanding (MOU's)	Responsible LLT member	Responsible SLT member
Letters of Intent	Initiating Budget Officer	Responsible SLT member
Licensing Agreements	Initiating Budget Officer	Responsible SLT member
Non-Disclosure Agreements**	Initiating Budget Officer	Responsible SLT member
Practicum Agreements	Initiating Budget Officer	Senior Budget Officer
Sponsorship Agreements	Initiating Budget Officer	Responsible SLT member
Significant Agreements***	Initiating Budget Officer and VP, Administration and Finance	President or Vice-President, Administration and Finance
<p>* These authorities apply to College agreements with third parties as well as instances where individual employees may also be requested to sign these agreements with the College in accordance with Policy B3006 – Intellectual Property.</p> <p>** These authorities apply to College agreements with third parties. In some instances individual employees may also be requested to sign these agreements.</p> <p>*** These are agreements that may pose extraordinary risks or have a substantial impact on the College. Prior to entering into any significant agreement, employees must undertake appropriate documented review and approval of the proposed agreement, and obtain external legal advice as applicable.</p> <p>Examples of Significant Agreements include:</p> <ol style="list-style-type: none"> 1. The acquisition and disposal of real property or substantial assets of the College. 2. The licensing, sale or other disposition of Langara technology or intellectual property. 3. Agency agreements for activities in other countries which may have an impact not only on the College but also on the B.C. or Canadian government due to legislative requirements and political sensitivities. 4. Where the College is entering into a joint venture, partnership or similar legal relationship with another institution or private company, particularly if the other entity is outside Canada. 5. Agreements that have statutory, regulatory, certification or export control implications. 6. Agreements that by their nature require review by specialized groups such as Risk Services, International Education, Facilities or Financial Services. 7. Where, as a marketing strategy, there is reference to a significant College partner or the B.C. government, thereby possibly exposing either or both to liability. 8. Agreements or arrangements that can in any way be interpreted as limiting competition or restraining trade according to competition legislation. 		

APPENDIX II Roles and Responsibilities of Budget Officers

ROLES AND RESPONSIBILITIES OF BUDGET OFFICERS

In order to fulfil the role as the legislated signing authority for the College, the President has delegated signing authority to Senior Leadership Team (SLT) and Langara Leadership Team (LLT) Budget Officers who in turn may delegate signing authority to a Budget Officer responsible for each operational unit of the College. The Director, Financial Services or delegate will maintain an internally published listing of Budget Officers based upon the current Departmental structure.

The list is located at Budget Officer Hierarchy on the employee portal. Budget Officers may not further delegate signing authority without the written approval of their Senior Budget Officer.

LEADERSHIP TEAM BUDGET OFFICERS

SLT and LLT Budget Officers ensure that Budget Officers reporting to them fulfil their duties and also that the published listing of Budget Officers is accurate. To fulfil this role, their responsibilities are as follows:

1. Communicate immediately to the Director, Financial Services any changes to Budget Officers within Departments assigned to them;
2. Ensure that the published listing of Budget Officers reflects the current Departmental structure;
3. Where appropriate, delegate the role of Budget Officer for Departments assigned to them;
4. Ensure that Budget Officers for Departments assigned to them fulfil their responsibilities.

BUDGET OFFICERS

The role of the Budget Officer, in addition to their other duties, is to ensure that commitments and expenditures made within their Department are consistent with the operating plan and within budget, while conforming to the College's Purchasing Policy. To fulfil this role, Budget Officers' responsibilities are as follows:

1. Assist in the development of the budget;
2. Review requisitions, expense claims, invoices, contracts and personnel being charged to their Department and authorize them when they are required for delivery of the operating plan, and are consistent with the budget;
3. Monitor charges made to their Department and ensure that they do not exceed the budget;
4. Where budget reallocations are required, to obtain the responsible Senior Leadership Team member's approval and initiate those changes through the Director, Financial Services or delegate. Where other Budget Officers may be affected their approval must also be obtained;
5. Periodically review expenditures for their Department and ensure that all charges are complete, accurate and proper, and are required for the delivery of the operating plan;
6. Investigate charges that may be excessive, incomplete, unknown, improper or inconsistent with the delivery of the operating plan that have occurred in their Department;
7. After investigation, and where no satisfactory explanation can be obtained, to report them to the appropriate Senior Budget Officer;
8. Monitor revenues to ensure that they are completely recorded; and
9. Report any significant excessive charges, unknown charges, or unusual transactions to their responsible Senior Leadership Team member and the Director, Financial Services. Where the responsible Senior Leadership Team member is the Vice-President, Administration and Finance, significant excessive charges, unknown charges or unusual transactions must be reported to the President or delegate.

CHANGING BUDGET OFFICERS

Budget Officers may be changed by requesting the change and submitting a Budget Officer Signature Sheet for approval through the Manager, Budget Analysis and Planning. The Budget Officer of record will be changed once the change has been authorized by the applicable responsible Senior Leadership Team member.

For further information contact the Manager, Budget Analysis and Planning or the Director, Financial Services.

APPENDIX III
Relevant Statutes, Regulations, Policies, Procedures & Directives

BC Legislation

[BC College and Institute Act](#)
[BC Financial Administration Act](#)
[BC Guarantees and Indemnities Regulation](#)

Langara Board Policy by-Laws and Resolution

[By-Law 212 – Appointment of Personnel](#)
[Board Resolution 317 – Signing Authority Designates](#)

Langara Administrative Policies

[C3001 – Purchasing](#)
[Purchasing Directives](#)
[C4002 – Contract Management](#)
[Contract Management Procedures](#)
[Contract Review Checklist](#)
[C1001 – Banking Authority](#)