

SIGNING AUTHORITY FOR CONTRACTS AND OBLIGATIONS

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

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| Category: | B. Financial / Administrative |
| Policy Number: | B100 |
| Approval Date: | April 15, 2021 |
| Effective Date: | April 15, 2021 |
| Policy Owner: | Chief Financial Officer |

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| Objective: | <p>In accordance with Section 60(1)(a) of the Post-Secondary Learning Act (PSLA), the Board of Governors of Olds College is responsible for ensuring the management and operation of the College in accordance with its mandate. Section 62 provides for the delegation of authority by the board: "A board may delegate in writing to any person any power, duty or function conferred or imposed on it..." As provided for by Section 81 of the Act, this authority has been delegated to the President. In accordance with Section 81(4) of the PSLA: "A president may delegate in writing any of the president's powers, duties or functions as the president considers appropriate and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation." This policy sub-delegates signing authority for contractual obligations.</p> |
| Policy: | <p>This policy shall apply to all types of contracts and obligations, establishing who has the authority to sign a contract or enter an obligation. It does not apply to Budget Owner signing responsibility and delegation of budget owner signing authority which are defined in B200 Budget Owner Responsibility Policy. It does not apply to approvals. Approvals may be needed beyond the signing of the contract in accordance with Olds College policies and procedures.</p> <p>Olds College delegates signing authority within the organization as defined in the Signing Authority Matrix in B100 Signing Authority for Contracts and Obligations Procedure.</p> <p>No person is authorized to sign any document that creates an obligation or undertaking on behalf of the Board of Governors of Olds College unless:</p> <ul style="list-style-type: none"> • that contract has been reviewed and approved in accordance with this and other related Olds College policy and procedures, including B30 Contract Management Policy. |

- that individual has signing authority in accordance with this and other Olds College policy and procedures.
- the goods and/or services are necessary for the operation of Olds College and relate to the pursuit of its mandate.
- the relevant budget holder has approved the expenditure from their budget.
- all required governance reviews and approvals, as required by the Post-Secondary Learning Act, the Financial Administration Act, any other relevant legislation, and by College policies and procedures, have been obtained prior to contract execution.

Signing authorities refer to the lowest level position that has been delegated the noted authority. Any persons in positions in the relevant division who are senior to the designated authority also have the delegated signing authority. Signing authority can be sub-delegated in accordance with the Delegation of Authority Form and B100 Signing Authority for Contracts and Obligations Procedure. All delegation of signing authorities and requests for changes to the signing authorities and limits are to be directed to Business Services.

All contracts are to be entered into in the name of The Board of Governors of Olds College.

Definitions:
Related Information:

B30 Contract Management Policy
 B31 Tangible Capital Assets Policy
 B200 Budget Owner Responsibility Policy
 B300 Supply of Goods and Services Policy

Related Procedures:

B100 Signing Authority for Contracts and Obligations Procedure
 B200 1PR Budget Owner Responsibility Procedure
 B200 2PR Delegation of Budget Responsibility Procedure
 B300 1PR Purchase Card Procedure
 B300 2PR Fleet Purchase Card Procedure
 B300 3PR Purchase Order System Procedure
 B300 4PR Standing Purchase Order Procedure
 B300 5PR Competitive Purchasing Procedure
 B300 6PR Competitive Purchasing Exception Procedure
 B300 8PR Contracting for Services with Individuals and Unincorporated Businesses Procedure
 B300 9PR Contracting for Services with a Limited or Incorporated Company Procedure
 B300 10PR Payment Procedure
 B300 11PR Travel Expense Procedure
 B300 PR Expense Reimbursement Procedure

Review Period:

3 years

Revision History:

Revised: June 2014
 Revised: June 2016
 Revised: April 2021

