

University of Prince Edward Island	Policy No. admfignl0007	Revision No. 1
Policy Title: Signing Authority Policy		Page 1 of 4
Creation Date: June 16, 2009	Version Date: November 24, 2015	Review Date: November 24, 2020
Authority: Board of Governors	Responsibility: Vice-President, Administration and Finance	Access: W

1. Purpose

- 1.1 This Policy establishes the signing authorities at the University of Prince Edward Island (*University*), who are authorized to bind the University to legal instruments, and to sign on behalf of the University for financial transactions.

2. Scope

- 2.1 This Policy applies to all legal instruments and contracts that bind the University to contractual obligations, including:
- 2.1.1 the payment or transfer of funds;
 - 2.1.2 long-term or short-term debt obligations;
 - 2.1.3 investments and securities;
 - 2.1.4 research grants, contracts and contribution agreements;
 - 2.1.5 employment contracts;
 - 2.1.6 sales of products or services;
 - 2.1.7 supplier contracts or procurement agreements;
 - 2.1.8 professional or service contracts; and
 - 2.1.9 agreements, memorandums of understanding/agreement (MOU/MOA's), collective agreements, and labour relations settlements.

3. Responsibility

- 3.1 This Policy is authorized by the Board of Governors.
- 3.2 The development and maintenance of this Policy is the responsibility of the Vice-President, Administration and Finance.
- 3.3 The Comptroller is responsible for the administration of this Policy.

4. Definitions

4.1 *Official Signing Officer* means:

4.1.1 The Chair of the Board of Governors;

4.1.2 The President;

4.1.3 The Vice-President, Administration and Finance;

4.1.4 The Vice-President, Academic;

4.1.5 The Vice-President, Research and Graduate Studies; or

4.1.6 The Comptroller.

5. Designation of Signing Authorities

5.1 Except as stated in this Policy, only an Official Signing Officer has the authority to bind the University to legal instruments.

5.2 In addition to the Official Signing Officers, the Associate Vice-President, Human Resources and Legal has authority to bind the University with respect to:

5.2.1 Employment contracts

5.2.2 Union contracts and agreements, with at least one other Official Signing Officer;

5.2.3 Labour relations agreements; and

5.2.4 Employee benefit agreements, with at least one other Official Signing Officer.

5.3 In addition to the Official Signing Officers, the Procurement Officer is authorized to bind the University with respect to:

5.3.1 Purchase orders;

5.3.2 Tender documents; and

5.3.3 Maintenance agreements,

Provided the transactions have been authorized through the University's financial control systems, and are in accordance with the University's Procurement Policy.

- 5.4 With the written authorization of at least two (2) Official Signing Officers, an officer or director of the University is authorized to bind the University with respect to:
- 5.4.1 Contractual agreements pertaining to the normal or routine operations of his or her department, including:
 - 5.4.1.1 maintenance agreements;
 - 5.4.1.2 software licences;
 - 5.4.1.3 rental agreements;
 - 5.4.1.4 donation and endowment agreements; and
 - 5.4.1.5 agreements to provide products or services and other routine matters.
 - 5.4.2 Authority of an officer or director of the University to bind the University pursuant to this section is limited to legal instruments of \$25,000 or less per annum, unless otherwise authorized pursuant to a signing authority designation, signed by at least two Official Signing Officers.
 - 5.4.3 All signing authority designations issued pursuant to Section 5.4.2 shall be maintained by the Comptroller's Office.
- 5.5 Contractual obligations in excess of \$100,000 require the authorization of at least two (2) Official Signing Officers in order to bind the University to the legal instrument.
- 5.6 The following rules shall apply specifically to signing authority with respect to financial transactions:
- 5.6.1 For the payment or transfer of funds of \$5,000 or greater, the authorization or signature of two (2) Official Signing Officers is required.
 - 5.6.2 For the payment or transfer of funds less than \$5,000, the authorization or signature of one (1) Official Signing Officer is required.

6. General Provisions

- 6.1 Notwithstanding any other provision in this Policy, neither an Official Signing Officer nor a Designated Signing Authority pursuant to Section 5 shall bind the University to a legal instrument where the individual has (or would be perceived to have) a conflict of interest.

6.2 An Official Signing Officer or Designated Signing Authority pursuant to Section 5 shall not bind the University to a legal instrument or approve expenditures or commitments of University funds, unless the matter has been duly authorized pursuant to the applicable Policy, or through the University's financial control systems.

7. Review

7.1 This Policy shall be reviewed every five (5) years or as circumstances dictate.