



**Laurentian** University  
Université **Laurentienne**

**POLICY**  
**SIGNING AUTHORIZATIONS**

February 2005

## **INTRODUCTION**

This policy serves to identify the University's signing authorities and the circumstances under which individuals may sign documents and legally bind the University.

1. Payment of Money
2. Short-term Investments
3. Contracts and Payments:
  - a. General (includes Ancillary Services, except Bookstore)
  - b. Research
  - c. Purchasing Department
  - d. Bookstore
  - e. Library
  - f. Employment
4. Charitable Donations to the University
5. Pension Plan
6. Other (situations not covered above)
7. Construction Contracts (CCDC Contracts)
8. Student Placements

## **1. Payment of Money**

With reference to the duties and responsibilities relative to all cheques, drafts and orders for the payment of money on behalf of the University and the duties of the signing authorities as stated in bank forms in order for the University to establish its banking arrangements with its authorized bankers, the following are authorized:

- Chairperson of the Board Governors
- President
- Vice-President, Administration
- Vice-Presidents, Academic - (Anglophone Affairs) OR (Francophone Affair)
- Director, Financial Services
- Manager of Accounting and Budgets
- Manager, Research and Payables
- Assistant to the Director, Financial Services

The following limitations apply:

1. Any two of the above authorities may sign on cheques, drafts, orders or letters of credit.
2. Any one of the above authorities, or any University employee designated by the Director, Financial Services, excepting any cashier, is authorized on behalf of the University to receive all paid cheques, statements and other debit vouchers charged to any account of the University and to execute from time to time the Bank's form of receipt thereof.
3. Any two of the above authorities are authorized to sign for entry to a Safety Deposit Box maintained by the University at any bank.
4. Any two of the above authorities may sign on an affidavit and understanding for lost cheques.

## **2. Short-term Investments**

In the management of the short-term investments portfolio, any of the following are authorized to complete investment transactions in connection with the transfer of short-term investments, in accordance with the University's short-term investment policy, on behalf of the University.

- President
- Vice-President, Administration
- Director, Financial Services
- Assistant to the Director, Financial Services
- Manager of Accounting and Budgets
- Manager, Research and Payables

The authority applied to:

- Funds in excess of those required each day.
- Short term overdraft arrangements - any two of the above are authorized on behalf of the University to borrow, from time to time, from the University's authorized bankers, a sum or sums not exceeding in the aggregate the maximum credit limit which shall be established from time to time. The expectation is that this borrowing facility is used on a very limited, short-term basis. In every case the Director of Financial Services shall be informed in writing.

### **3. Contracts and Payments**

#### **a) General (includes Ancillary Services, except Bookstore)**

The following are authorized on behalf of the University:

- 1) Subject to 2) below, to enter into and to bind the University to the terms of contracts and agreements relating to the general operation, development and expansion of the University, including, without limiting the generality of the foregoing, contracts and agreements which require the use of the charitable registration number of the University. Any two of the following may sign:
  - Chair of the Board of Governors
  - President
  - Vice-President, Administration
  - Vice-Presidents, Academic - (Anglophone Affairs) OR (Francophone Affairs)
  - Director, Financial Services
- 2) Prior approval by a resolution of the Board of Governors OR the Executive Committee of the Board will be required with respect to:
  - a) any contract or agreement, including contracts for the purchase or sale of goods or services, where the obligation of the University or the benefit to the University exceeds \$1 million;
  - b) any contract or agreement which in the opinion of the responsible Vice-President exposes the University to an uncertain and potentially significant liability;
  - c) any contract or agreement which in the opinion of the responsible Vice-President is precedent-setting or involves sensitive issues;
  - d) any lease, licence or other agreement for the use or occupation of University real property by third parties or the real property of third parties by the University where the term is or may be in excess of the five years (including therein any periods of renewal or extension provided for in the lease, licence, or agreement) or the annual rental or other annual payment there under exceeds \$500,000;
  - e) any contract or agreement which a member of the Board of Governors requests be brought before the Board for approval.

### 3. Contracts and Payments (*continued*)

#### b) Research

- 1) Subject to 2) below, the following are authorized on behalf of the University to enter into and bind the University to the terms of contracts or agreements for the carrying out of research and contracts.

With respect to contracts or agreements where the liability of or the benefit to the University will exceed \$1,000,000:

- To be signed in accordance with 2) below.

With respect to contracts or agreements where the liability of or the benefit to the University will **NOT** exceed \$1,000,000; any two of the following:

- President
- Vice-President, Academic (Anglophone Affairs)
- Vice-President, Academic (Francophone Affairs)
- Vice-President, Administration
- Associate Vice-President, Research
- Director, Financial Services

With respect to contracts and agreements where the liability of or the benefit to the University will **NOT** exceed \$50,000; any one of the following:

- Vice-President, Academic (Anglophone Affairs)
- Vice-President, Academic (Francophone Affairs)
- Vice-President, Administration
- Associate Vice-President, Research
- Director, Financial Services

- 2) Prior approval by a resolution of the Board of Governors or Executive Committee of the Board will be required with respect to:
  - a) any contract or agreement where the obligation or the benefit to the University exceeds \$1 million;
  - b) any contract or agreement which in the opinion of the Associate Vice-President, Research exposes the University to an uncertain or potentially significant liability;
  - c) any contract or agreement, which in the opinion of the Associate Vice-President, Research, is precedent-setting or involves sensitive issues;

- d) any contract or agreement which a member of the Board of Governors requests be brought before the Board for approval.

### 3. Contracts and Payments (*continued*)

#### c) Purchasing Department

The following are authorized on behalf of the University to issue purchase orders within approved budgets and to bind the University to the terms thereof for goods and services in general for maximum amounts as hereafter specified:

i) With respect to purchase order transactions of up to \$50,000:

- Manager, Purchasing, Insurance Services & Risk Management

ii) Purchasing contracts above \$50,000; any two of the following:

- President
- Director of Financial Services
- Vice-President, Administration
- Vice-President, Academic (Anglophone Affairs)
- Vice-President, Academic (Francophone Affairs)
- Manager, Purchasing, Insurance Services & Risk Management

iii) With respect to a single contract of up to \$4,000:

- Purchasing Buyer

### 3. Contracts and Payments (*continued*)

#### d) Bookstore

The following are authorized on behalf of the University to enter into contracts, agreements and purchase orders to bind the University to the terms thereof relating to the purchase of books and other items for resale in the University Bookstore for maximum amounts as hereafter specified:

- 1) With respect to a single transaction exceeding \$300,000 for the purchase of books and other goods for resale in the Bookstore any one of:
  - Bookstore Manager
  - Manager, Micro-computer Centre/Assistant Bookstore Manager
- 2) With respect to a single transaction **NOT** exceeding \$100,000 for the purchase of books and other goods for resale in the Bookstore any one of:
  - Textbook Buyer
- 3) With respect to a single transaction **NOT** exceeding \$60,000 for the purchase of books and other goods for resale in the Bookstore any one of:
  - Trade Buyer
- 4) With respect to a single transaction **NOT** exceeding \$60,000 of non-book merchandise purchased for resale:
  - Supply and Sundry Buyer
  - Computer Technician

### 3. Contracts and Payments (*continued*)

#### e) Library

##### 1) Acquisition Budget

The following are authorized to purchase acquisition of library materials:

- i) With respect to a single transaction exceeding \$10,000 and supported by a Library Purchase Order.

One of:

- Director of the Library
- Vice-President, Academic (Anglophone Affairs)
- Vice-President, Academic (Francophone Affairs)

- ii) With respect to a single transaction **NOT** exceeding \$10,000 and supported by a Library Purchase Order.

One of:

- Director of the Library
- Collection Development Librarian

### 3. Contracts and Payments (*continued*)

#### f) Employment

The Authority on behalf of the University to make offers and sign agreements for employment as stipulated below:

1) Full-time Faculty Appointments (including short-term appointments)

One of:

- Vice-President, Academic (Anglophone Affairs)
- Vice-President, Academic (Francophone Affairs)

2) Part-time Faculty (overloads, sessional appointments)

- Dean of the respective faculty

3) Staff appointments which require membership in one the following unions:

- Laurentian University Staff Union (L.U.S.U.)
- United Steel Workers of America, Local: Security Guards, Local 5294

One of:

- Director, Human Resources
- Manager, HRIS and Staff Relations
- Employment Coordinator

4) Management and Professional Staff (grades 1 to 11)

One of:

- Director, Human Resources
- Vice-President, Administration
- Manager, HRIS and Staff Relations

5) Management and Professional Staff (higher than grade 11)

One of:

- Vice-President, Administration
- Vice-Presidents, Academic - (Anglophone Affairs) OR (Francophone Affairs)
- President

6) Vice-President Positions

- President

### 3. Contracts and Payments (*continued*)

#### f) Employment (*continued*)

##### 7) President's Position

- Chair of the Board of Governors

##### 8) Teaching Assistants (T.A.) and Students

- Department Head
- OR
- Research Grant Holder

##### 9) Graduate Student Assistants (G.T.A.)

- Dean of Graduate Studies and Research

##### 10) Appointments to Research Positions

One of:

- Director of Human Resources
- Manager, HRIS and Staff Relations
- Employment Coordinator

#### **4) Charitable Donations to the University**

Any one of the following persons is authorized on behalf of the University to issue receipts to individuals for charitable donations to the University:

- Vice-President, Administration
- Director, Financial Services
- Development Officer
- Director of Development
- Executive Director, University Advancement

## **5) Pension Plan**

The following are authorized on behalf of the University:

1. a) to enter into administrative contracts and agreements relating to the general operation of the University Pension Plan and to bind the University to the terms thereof. Administrative contracts and agreements include, but are not limited to, actuarial and financial consulting contracts and agreements.
- b) to authorize payment of pension plan benefits and expenses relating to the administration of the University Pension Plan.

Any two of:

- Vice-President, Administration
- Director, Human Resources
- Pension and Benefits Officer
- Director, Financial Services
- Vice-Chair of the Finance Committee of the Board of Governors
- Chair of the Finance Committee of the Board of Governors

## **6) Situations not Covered**

Should a situation arise which is not specifically covered by this policy, the individuals will exercise caution and require any of the following two (2) signatures:

- President
- Vice-President, Administration
- Vice-President, Academic (Anglophone Affairs)
- Vice-President, Academic (Francophone Affairs)
- Director, Financial Services

## **7) Construction Contracts (CCDC Contracts)**

For construction contracts (CCDC Contracts) the following signature will be required:

- Director, Physical Plant and Planning OR designate

Plus any one (1) of the following:

- President
- Vice-President, Administration
- Vice-President, Academic (Anglophone Affairs) OR (Francophone Affairs)
- Director, Financial Services

## **8) Student Placements**

With respect to agreements relating to student placements, the following signatures will be required:

- Director or Department Chair of the Academic Unit OR the Dean of the applicable Faculty

Plus any one (1) of the following:

- Vice-President, Administration
- Vice-President, Academic (Anglophone Affairs) OR (Francophone Affairs)
- Director, Financial Services