

<b>Selkirk College Policies and Procedures</b>		Title and number	<b>4100 Facilities and Equipment Leases</b>		
		Replaces	B8613		
		Effective	1982-03-01	Next review :	2018-04-04
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee		2013-04-04	
Vice President Administration	Vice President Administration	Recommended/Approved by Education Council		N/A	
		Approved by President		2013-04-04	

## 1. POLICY

Leases for facilities and equipment for programs and services may be executed on behalf of the College by the Vice President Finance and Administration and President provided:

- (a) the lease does not exceed the intent and provisions of the President's Executive Limitations;
- (b) funds have been duly budgeted or are provided through special grants or contracts; and
- (c) appropriate approvals are obtained from the Ministry.

Further, the Vice President Finance and Administration shall be authorized to affix the College seal to such leases. Leases that exceed the President's Executive Limitations require the Board's approval.

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### Other relevant policies:

4110 Facility Use

**Key words:** Lease, Funds, President, Executive Limitations Policy