

DOCUMENT TYPE	BOARD APPROVAL REQUIRED	Required Signatures: If an A is required, one must sign when indicated. If no restrictions, see designated "X".	Board of Governors	President	Vice President, Education	Vice President, College Services, CFO	Executive Director, Finance & Risk	Executive Director, Human Resources	Registrar	Director, Applied Research & Innovation	related Dean or Director	Manager (Finance - Reporting, Planning or Accounting)	Procurement and Contracts Manager	Finance & Payroll Advisor	Manager (Ancillary)	Department Head	Student + Campus Life Coordinator	Event Services Coordinator
Contracts & Agreements - General																		
single transactions over \$250,000		Two Req'd (X alternate)		A		A	X											
single transactions under \$250,000		Two Req'd (X alternate)		A	A	A	X											
single transaction under \$75,000		One Req'd		X	X	X	X					X	X					
education related agreements with no financial value		One A & One X			A		X		X	X	X							
partnership/sponsorship agreements - no financial value		Two Req'd (X alternate)		A		A	X											
Contracts & Agreements - Human Resources Signatures outlined in Human Resource Policy & Procedures & Processes must be adhered to as well as those outlined on this schedule.																		
Collective Agreements	Yes	Two Req'd	A	A		A		A										
Employment Forms																		
President	Yes	One A & One X	A			A		A										
Vice Presidents		One A & One X		A				A										
Deans, Directors		One Req'd			X	X		A										
Faculty Hire Ongoing		One Req'd			X	X		A										
Faculty Hire - non regular		One Req'd			X	X		A										
Executive Assistants		One Req'd			X	X		A										
Support Staff		One Req'd			X	X		A										
Temporary Employment Contracts (TEC)		One Req'd			X	X		A										
Casual/On-Call		One Req'd			X	X		A										
Research & Special (related to grants/revenue) Signatures outlines in Research & Special Funds Policy & Procedures & Processes must be adhered to as well those outlined on this schedule.																		
a) Contracts & Agreements																		
single transaction over \$250,000		Two Req'd (X alternate)		A	X	A	X			X	X							
single transaction under \$250,000		Two Req'd (X alternate)		A	X	A	X			A	A							
single transaction under \$75,000		One Req'd		X	X	X	X		X	X	X							
b) Applications for Research Funding																		
		One Req'd			X					X								
c) Applications for Special Funding																		
		One Req'd			X						X							
d) Letters of Support																		
		One Req'd			X						X							
Contracts & agreements for the Purchase of Goods & Services Refer to Policy 9200 - Purchasing and related procedures																		
Purchase, Lease, Sale or Disposal of Land & Lease of Space																		
single transaction over \$250,000	Yes	Two Req'd (X alternate)		A		A	X											
single transaction under \$250,000	Yes	Two Req'd (X alternate)		A		A	X											
Contracts & Agreements - Right of Way, Easement, Land Titles, Zoning, etc.																		
any single transaction		One Req'd (X alternate)		A		A	X											
Contracts & Agreements - Sales of Service (Academic) 1-Academic credit courses & programs outside of normal calendar courses 2-Non-credit courses & programs including conferences which are contracted with other organizations																		
contractual obligation over \$25,000		One A & One X		A	A	A	X		X	X	X							
contractual obligation under \$25,000		One Req'd			X	X	X		X	X	X	X	X					
Contracts & Agreements - Service (Non-Academic)																		
single transaction over \$25,000		One Req'd		X		X												
single transaction under \$25,000		One Req'd					X		X	X	X	X	X					
single transaction under \$10,000		One Req'd													X			

