SIGNING AUTHORITY BY DOCUMENT & LEVEL

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)		Α		A	Х											
single transactions under \$250,000		Two Req'd (X alternate)		Α	Α	Α	Х											
single transaction under \$75,000		One Req'd		Х	Х	Х	Х					Х	Х					
education related agreements with no financial value		One A & One X			A		Х		Х	Х	Х							
partnership/sponsorship agreements - no financial value		Two Req'd (X alternate)		Α		Α	Х											
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	Α	Α		A		Α										
Employment Forms																		
President	Yes	One A & One X	Α	L		Α		A			ļ							
Vice Presidents		One A & One X		Α				A										
Deans, Directors		One Req'd		<u> </u>	X	X		A		L	L							
Faculty Hire Ongoing Faculty Hire - non regular		One Req'd One Req'd			X X	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			Х	Х		Α										
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 single transaction under \$250,000		Two Req'd (X alternate)		A	X	A	X			X	x							
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single transaction under \$75,000		One Req'd		Х	X	Х	Х		Х	X	Х							
b) Applications for Research Funding		One Req'd			X					Х	v							
c) Applications for Special Funding d) Letters of Support		One Req'd One Req'd			X X						X X							
d) Letters of Support		One Requ			л						А							
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																		
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single transaction under \$250,000	Yes	Two Req'd (X alternate)		A		A	Х											
Contracts & Agreements - Right of Way, Easement, Land Titles, Zoning, etc.																		
any single transaction		One Req'd (X alternate)		A		Α	Х											
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																		
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Contracts & Agreements - Service (Non-Academic)																·		
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