



**SIGNING AUTHORITIES FOR PROCUREMENT ACTIVITIES POLICY**

<b>Policy Name:</b> Signing Authorities for Procurement Activities	<b>Responsible Owner:</b> Vice President, Administrative Services and CFO	<b>Created:</b> 2018 Jun
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**A. PURPOSE**

The purpose of this policy is to provide guidance for the administration of signing authority for procurement of goods and services. It is designed to balance the needs of operational effectiveness and risk management.

**B. SCOPE**

This policy applies to all College administrators involved in any Procurement activities for all departments and faculties.

**C. DEFINITIONS**

1. **Signing Authority:** The authority to sign a Contract is defined as the authority granted to an individual, by virtue of his or her position, to approve or commit the expenditure of funds on behalf of the College.
2. **Contract:** Written or verbal business arrangement between two or more parties that creates a legally-binding obligation on the College.
3. **Purchase Order:** A buyer generated document that authorizes a purchase transaction. When accepted by the seller, it becomes a contract binding on both parties. A purchase order sets the descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, other associated terms and conditions, and identifies a specific seller.

4. **Contractor:** a person or company that undertakes a contract to provide materials or labour to perform a service or do a job.
5. **Procurement:** involves the process of selecting vendors, establishing payment terms, strategic vetting, and selection, the negotiation of contracts and actual purchasing of goods. Procurement is concerned with acquiring (procuring) all of the goods, services and work that is vital to an organization.

#### D. POLICY STATEMENTS

1. Signing Authorities are established to match decision making authority and accountability at the organizational level closest to the operational impact of those decisions.
2. Assignment of Signing Authority and thresholds is the responsibility of the College’s President as follows:
 

Dean, Director, Executive Director, Registrar	Up to \$200,000 per item or aggregate
Associate Vice President, Vice President, President	\$200,000 to \$500,000 per item or aggregate
Vice President, President	Above \$500,000 per item or aggregate
3. Signing Authority is to be exercised in accordance with the College’s approved annual budget.
4. The Dean/Director/Executive Director/Registrar of each department may delegate Signing Authority as required and appropriate for operations.
5. An individual may not authorize disbursements for which he/she is the recipient.
6. An individual cannot approve a transaction that will confer a benefit on that same individual or that individual’s family members or related parties (Conflict of Interest Policy).
7. No Contractor, including consultants, has signing authority on behalf of the College.

#### E. PROCEDURES

##### [Internal Standard Operating Procedures](#)

- SOP – Signing Authority (in development)
- SOP – Procurement-Goods and Services (in development)
- SOP – Purchase Requisitions
- SOP – Self-funded Activities
- SOP – Non-employment Contracts
- SOP – Temporary Employment Contracts

##### [Accounting Guidelines](#)

- Spending and Commitment Guidelines

## F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

### Administration Policies

- Contracts Policy
- Conflict of Interest Policy
- Procurement Policy
- Self-Funded Activity Policy

## G. RELATED ACTS AND REGULATIONS

- [Agreement on Internal Trade](#) (AIT)
- [British Columbia Bid](#) (BC Bid)
- [Canadian Construction Documents Committee](#) (CCDC)
- [New West Partnership Trade Agreement](#) (NWPTA)
- *College and Institute Act* (R.S.B.C. 1996 c. 52)
- *Financial Administration Act* (R.S.B.C. 1996 c. 138)

## H. RELATED COLLECTIVE AGREEMENTS

N/A