



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Signing Authority - Policy 175

Policy Statement

This Policy sets the authority whereby persons with the relevant responsibility review and sign documents within their areas of responsibility and exercise diligence in their fiduciary responsibilities to the University.

Individuals who sign documents that create an obligation or undertaking on behalf of the University must have signing authority in accordance and compliance with this Policy.

Agreements, contracts or obligations entered into on behalf of the University are varied and numerous. Consideration must be given to the significance of the agreements, the necessity of indemnities, consideration of insurance coverage, legal and other consequences. It is also important that agreements are considered from an institution-wide perspective and that appropriate consultation and communication has occurred. Where a person is acting under delegated authority, any actions the person takes under this delegated authority must be reported as soon as practical to the delegating person or body.

Related Policy

Annual Budget
Banking
Procurement
Spending Authority

Definitions

University means Pacific Coast University for Workplace Health Science, a corporation established under the Act.

Procedures

Signing authority to enter into contracts, agreements and obligations to bind the University has been delegated as follows:

- Relating to the general operation, development and expansion of the organization, a single transaction **below \$10,000** requires the signature of any one of the President or the VP Administration
- Relating to the general operation, development and expansion of the organization, a single transaction **over \$10,000** requires the signature of the President
- Relating to the general operation, development and expansion of the organization, a single transaction of **more than \$50,000** requires the signature of the President and the Treasurer or one of the Board Co-Chairs.

All such expenditures must be within the approved budget as per the University's policy on Spending Authority.



PACIFIC COAST UNIVERSITY
FOR WORKPLACE HEALTH SCIENCES

Approvals and Responsibility

Approved by: Board of Governors, March 27, 2012; August 30, 2019

Revised: August 30, 2019

Responsibility: Vice-President Administration.

End of Document