



SIGNING AUTHORITIES FOR PROCUREMENT ACTIVITIES POLICY

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| Policy Name: Signing Authorities for Procurement Activities | Responsible Owner: Vice President, Administrative Services and CFO | Created: 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 at Douglas College (the College).

B. SCOPE

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

C. DEFINITIONS

Contract: Written or verbal business arrangement between two or more parties that creates a legally binding obligation on the College.

Contractor: A person or company that undertakes a Contract to provide materials or labour to perform a service or do a job.

Procurement: The process of strategic vetting and selecting of Vendors, establishing payment terms, negotiating Contracts and purchasing goods; concerned with acquiring (procuring) all of the goods, services and work that are vital to an organization.

Purchase Order: A buyer-generated document that authorizes a purchase transaction; that, when accepted by the seller, becomes binding on both parties; and that sets forth the descriptions,



quantities, prices, discounts, payment terms, date of performance or shipment and other associated terms and conditions, and identifies a specific Vendor or Contractor.

Signing Authority: The authority to sign a Contract to approve or commit the expenditure of funds on behalf of the College, granted to individuals within the College by virtue of their positions.

Vendor: A third party in the supply chain that makes goods and services available to companies or consumers.

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. Current thresholds are as follows:

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|--|---------------------------------------|
| Dean, Director, Executive Director, Registrar | Up to \$200,000 per item or aggregate |
| Associate Vice President, Vice Presidents other than CFO | Up to \$500,000 per item or aggregate |
| VP, Administrative Services and CFO, President | No limit |

3. Procurement of goods and services must not be split to circumvent Signing Authority threshold limits.

4. The Dean/Director/Executive Director/Registrar of each department may delegate Signing Authority as required and appropriate for operations.

5. An individual cannot authorize disbursements that will confer a benefit on that same individual or that individual’s family members or related parties (see *Conflict of Interest Policy*).

6. Contractors, including consultants, cannot have Signing Authority on behalf of the College.

E. PROCEDURES

[Standard Operating Procedures](#) (for internal users)

- *Non-employment Contracts*
- *Procurement – Goods and Services*
- *Purchase Requisitions*
- *Self-funded Activities*
- *Temporary Employment Contracts*

[Douglas College Spending and Commitment Guidelines](#)

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *Conflict of Interest*
- *Contracts*
- *Procurement*
- *Self-Funded Activities*

[Signing Authority Form](#) (for internal users)

G. RELATED ACTS AND REGULATIONS

- [College and Institute Act](#) [RSBC 1996], c. 52
- [Financial Administration Act](#) [RSBC 1996], c. 138
- [Freedom of Information and Protection of Privacy Act](#) [RSBC 1996], c. 165

H. RELATED COLLECTIVE AGREEMENTS

N/A