



EXPENDITURE CONTROL – SIGNING AUTHORITY #6-10

Approved by:	Leadership Team
Effective Date:	September 13, 2006
Date of Approval:	September 13, 2006
Date to be Reviewed:	September 2009
Administrator Responsible:	Vice President, Finance & College Services

POLICY

The Vice President, Finance and College Services will maintain a record of levels of signing authority based on the current organizational structure.

Modifications to the record of signing authority as a result of any changes to the organizational structure, approved by President’s Council, will be enacted under the authority of the Vice President, Finance and College Services.

PURPOSE

North Island College is committed to using all available funds in a prudent manner to maximize the delivery of educational services. In keeping with the Executive Limitations set out in the Board of Governors’ Policy Governance, this policy ensures that the goals, values and fiscal responsibilities of the College are maintained.

GUIDELINES

The record of signing authority will be the **Budget Officers by Unit Listing** which is maintained by the Budget Analysts. For Non-Base Funding Requisitions (NBFR’s) the record of signing authority will be the **Contract Training Spreadsheet** which is maintained by the Support Assistant to Contract Training. These listings identify Units which represent functional cost centre areas. These records of signing authority will identify the Budget Officer responsible for the expenditures and the additional approvers delegated to sign for the Unit (if applicable).

The Unit Manager is a general term used to describe the person(s) with signing authority for a unit. These would usually be the Budget Officers and the Approvers on the Listing. (Exceptions are noted on the Listing.)

The Unit Manager has a cumulative signing limit equal to the approved budget for the unit. They are responsible to ensure that the expenditures they approve are appropriate for the Unit and the expenditures meet the goals, values and fiscal responsibilities of the College as a whole.

For each Unit Manager, a specimen signature card or electronic version must be maintained. The use of rubber signature stamps, adhesive slips or mechanically produced signatures are prohibited. Approved authentication methods are valid.

Permanent delegation of signing authority for a unit may be done by notifying the Budget Analyst. Temporary delegation of signing authority may be done by notifying the Purchasing Agent. Where an absence occurs and no prior arrangements have been made, authority will move to the next most senior administrator. A person formally acting in a position may exercise the authority delegated to that position unless otherwise advised.

The authority, responsibility and accountability inherent in the delegation must be clearly communicated to the incumbent of a position charged with expense authority. The delegation can be restricted to Payroll only or non-payroll items only. Employee Appointment Requisitions (EAR's) must be signed by a dean or director.

Where a delegated signing authority is revoked, suspended or modified, it must be reported promptly to the Purchasing Agent and the Budget Analysts.

Definitions:

Unit Manager: The budget signing authority for the department or division that is responsible for the budget and expenditures for a unit.

Unit: A six-digit code used in the financial accounting system to identify operational activity.