



Signing and Spending Authority Compliance

I hereby declare that I have read, understood and agree to abide by the following Policies of Red Deer College:

- Cash Collection and Deposits
- Hosting and Business Expenses
- Purchasing
- Risk Management
- Signing Authority and Contract Execution
- Travel & Related Expenses

I understand that failure to comply with these Policies may result in loss of signing authority and purchasing privileges and may result in disciplinary actions up to and including dismissal.

Signed this _____ day of _____, 20____ .

(Employee Name)

(Signature)

(Position Title)

I have met and discussed these Policies, expectations and consequences with the above individual.

(Senior Leader)

(Signature)