

Signing Authority and Contractual Commitments	
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Associated Documents Delegation of Signing Authority Procedure Procedure for Executing Contracts and Agreements and Authorizing Transactions Electronic and Digital Signatures Procedure Signing Authority Compliance Form	

PURPOSE

This Policy and related Procedures are designed to outline

- Levels and types of signing authorities,
- Responsibilities for those individuals who have signing authority,
- Conditions under which signing authority may be delegated,
- Distinction between signing and spending authority, and
- Process for contract execution.

SCOPE

This Policy and the procedures associated with it apply to the Board of Governors, the President and all employees and officers of Red Deer College (“the College”).

POLICY

The Board of Governors of Red Deer College (“the Board”) delegates its signing authority to the President of the College and authorizes the President to further delegate her/his signing authority to designated officers for the purpose of the ordinary course of business of the College.

1. Delegation of Authority and Residual Power

- 1.1. Signing authority is delegated in order to enable officers of the College to execute contracts, agreements and other documents which may be binding upon the College.
- 1.2. Spending authority levels are established with specific financial limits for signing invoices, requisitions, transfers and other financial disbursements, to ensure that the College funds are dispersed in a manner reflecting sound financial controls.
- 1.3. Signing authority is delegated to positions, not individual persons. Only designated College positions and the Chair of the Board may be authorized as signing officers.

- 1.4. The President and Chief Financial Officer (CFO) are authorized to execute any financial college transaction when the designated signing officer is not available to sign up to their financial limit.
- 1.5. The Board and the President retain the residual power to contract on behalf of the College in relation to any and all agreements of whatever nature, notwithstanding the delegation of authority conferred upon the signing officers.

2. Funds Held on Behalf of Others

- 2.1. Authority to approve these transactions rests with the authorized officers of organizations whose funds the College is administering.
- 2.2. In absence of other authority when a second approving signature is required, transactions can be authorized by the CFO.

3. Electronic and Digital Signatures

- 3.1. Electronic signatures and electronic approval management solutions are acceptable means of approval for intra-College transactions.
- 3.2. Electronic signatures may be in a form of a symbol (e.g. image of hand-written signature) or process (e.g. email or online approval workflow) that indicates one's approval or agreement.
- 3.3. Digital signatures are suitable means of approval of transactions between the College and external parties.
- 3.4. Digital signatures both capture a person's intent to sign a document or be legally bound to an agreement or contract and to ensure authenticity of a signed record.
- 3.5. When electronic and digital signatures are used, the signer needs to ensure that security measures have been put in place to prevent the unauthorized access, use or copying.

4. Other Provisions

- 4.1. The Following are authorized to affix the RDC Corporate Seal to Agreements binding the College:
 - Chair of the Board of Governors,
 - President,
 - Vice President Academic,
 - Vice President Corporate, and
 - Vice President of College Services/CFO.
- 4.2. The President and the CFO are the only officers with the authority to open bank account(s) in the name of Red Deer College.
- 4.3. Where this Policy conflicts with another RDC Policy currently in force, this Policy prevails.

RELATED POLICIES

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[Donations: Gift Acceptance](#)

[Facility Booking and Rental](#)

[Hosting and Business Expenses](#)

[Partnerships with External Organizations](#)

[Purchasing](#)

[Research Grant Management](#)

[Travel and Related Expenses](#)

DEFINITIONS

Contract: any written or verbal arrangement (agreement, contract, letter of intent, memorandum of understanding or similar) that creates a legally binding commitment for the College.

Discretionary expenses: expenses for which there is an option as to when and if to incur them and for which there must be a purchasing method and approval by the College signing officer.

Digital signature: a guarantee that an electronic document is authentic; verification that a document has been seen and authorized by the signer with private signing key.

Electronic signature: a symbol or process used as an expression of one's agreement to the terms of a particular document. Could be an image of a hand-written signature or any kind of electronic and authenticity stamp that identifies or can be used to identify who and what was signed.

Senior Leader: a member of the College Senior Administration team.

Signing authority: legal power delegated by the Board through the President of the College to organizational positions appointing them as agents of the College to perform transactions and execute contracts.

Spending authority: a power delegated to select College positions to authorize expenditures up to a specific amount.

Signing Officer: A College representative with power to sign an agreement or authorize a transaction.