**2021-2022**

**SIGNING AUTHORITY DELEGATION FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I**NFORMATION ON THE DELEGATOR** | | | **INFORMATION ON THE DELEGATEE** | | |
| **NAME:** |  |  | **NAME:** |  |  |
| **POSITION:** |  |  | **POSITION:** |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TERM OF THE DELEGATION** **FORM** | | | | | | | | | | | |
| **BUDGET TO BE DELEGATED:** | | | | | | | | | | | |
| **BUDGET NAME:** |  | | |  | **CODE NUMBER:** |  |  |  |  |  |  |
| **RESPONSIBILITY CODE:** | |  | | |  |  | | | | | |
| **MAX. $ AUTHORIZATION:** | | $ |  | |  |  | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BY SIGNING THIS FORM I ACCEPT THE GENERAL FINANCIAL RESPONSIBILITIES OUTLINED IN THE BY-LAWS AND THE SPECIFIC INSTRUCTIONS IN THE FINANCIAL POLICIES OF THE COLLEGE. (see next page)** | | | | | | | | | |
|  | |  |  |  |  |  |  |  |  |
|  |  | DATE: |  |  |  |  | DATE: |  |  |
|  | DELEGATOR'S SIGNATURE |  | yyyy/mm/dd |  | DELEGATEE'S SIGNATURE |  |  | yyyy/mm/dd |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NOTE: ALL SIGNING AUTHORITY DELEGATIONS ARE SUBJECT TO APPROVAL BY THE DIRECTOR GENERAL** | | | | |
|  |  |  |  |  |
|  | DIRECTOR GENERAL’S  SIGNATURE |  | Date: |  |

FINANCIAL GUIDELINES FOR DELEGATING

SIGNING AUTHORITY IN THE COLLEGE

**When delegating (your) signing authority to any individual, you continue to be responsible for the proper use of this authority: you should therefore ensure that the following steps are taken:**

**1. BY-LAWS**

**Make the individual aware of the appropriate College By-laws that they are subject to.**

**2. BUDGET**

**Administrative Services must be advised of the approved budget to be allocated.**

**3. PURCHASING POLICY**

**Give them a set of the College financial policies and procedures which must then be followed to execute any financial transaction (these documents are available online or from Administrative Services).**

**4. TRAINING**

**Ensure that they are adequately trained in the interpretation and application of the above (training available from Administrative Services).**

**5. SIGNING AUTHORITY DELEGATION FORM**

**Ensure that before any financial activity occurs, Administrative Services is given an approved Signing Authority Delegation Form. Forms available online or from Administrative Services.**

**6. TERM**

**All signing authorities must be renewed at the beginning of each fiscal year.**