**2022-2023**

**SIGNING AUTHORITY DELEGATION FORM**

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

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| **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 |  |

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| **NOTE: ALL SIGNING AUTHORITY DELEGATIONS ARE SUBJECT TO APPROVAL BY THE DIRECTOR GENERAL** |
|  |  |  |  |  |
|  | DIRECTOR GENERAL’SSIGNATURE |  | 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.**