



## Signing Authority Policy

Oversight: Vice President, Finance and Operation  
Date Passed: September 14, 2020  
Date of Next Review: September 2025  
Related Documents: Finance Policy, Procurement Policy

### Definitions:

Contract	A legally binding promise or agreement between two or more parties for consideration which is enforceable by law.
Signing Authority	When legal authority is delegated to specific positions within the ASU. This encompasses various types of authority including commitment and approval authority.
Primary Signing Authority	Primary signing authorities are positions that have authority over all financial transactions and contracts both internal and external to the ASU.
Secondary Signing Authority	Secondary signing authorities are positions that have authority over all financial transactions within their designated department internal to the ASU. They are not permitted to sign for any transaction with a third party.

### Purpose:

This Signing Authority Policy establishes a framework of authority, responsibility, and limits thereof, for the approval and signing of contracts, and disbursements on behalf of the ASU. The Policy puts in place a framework of responsibility, accountability, and transparency.

### Scope:

This policy applies to all Acadia Students' Union (ASU) roles with a level of responsibility for funding allocation and distribution.

**Statement:**

1. Through a consistent framework the ASU will ensure:
  - 1.1 Authorities are clearly assigned, properly approved and that delegation instruments are regularly updated.
  - 1.2 The responsibilities and duties of those with signing authority are communicated and understood.
  - 1.3 Transactions and commitments are only entered into with appropriate authority; and
  - 1.4 The ASU's activities are conducted in a manner that provides sound financial accountability and control of student funds entrusted to the ASU per appropriate policies, laws and regulations.
  
2. No person may sign any document that creates an obligation or undertaking on behalf of the ASU unless that individual has signing authority per this policy.  
(See Appendix. A)
  
3. Singing Authority Responsibilities
  - 3.1 Individuals granted financial signing authority under this policy are responsible for the following when authorizing any transaction:
    - 3.1.1 Ensuring the transaction is appropriate, fair and per the ASU Bylaws, Policies, and procedures.
    - 3.1.2 Ensuring the transaction is in line with a program or administrative goals:
    - 3.1.3 Ensuring there is sufficient budget available.
    - 3.1.4 When applicable, ensuring the transaction is an appropriate use of grant funding and meets all grant stipulations that may exist.
    - 3.1.5 Ensuring appropriate coding has been chosen and all necessary supporting documentation has been made available; and
    - 3.1.6 Ensuring goods or services have been received, there is proper evidence thereof and is in line with any related contract.

#### 4. Primary Signing Authority

4.1 Primary Signing Authority for the ASU is restricted to the following positions:

4.1.1 President

4.1.2 Vice President Finance and Operation

4.1.3 General Manager

4.2 A Primary Signing Authority cannot delegate their authority to another individual.

4.2.1 Two signing authorities must always be available.

4.3 All contracts agreed to by the ASU must be signed by at least two Primary Signing Authorities.

#### 5. Secondary Singing Authority

5.1 Approval of the ASU's Budget Framework by the Students' Representative Council and the subsequent detailed budget approved by the Executive Board confers authority upon Secondary Signing Authorities to make expenditures within the amounts and scope of the departments delegated to them in the budget, subject to section 3 above.

5.2 Secondary Signing Authorities of restricted funds (e.g., Wellness) may approve expenditures within the amounts of the restricted funding available, subject to section 3 above.

5.3 Secondary Signing Authorities are designated in accordance with Appendix A of this policy.

5.4 All expenditures must be accorded to a specific account under a department which must be accompanied by written approval of the assigned Secondary Signing Authority.

5.4.1 In the event the requested expenditures are not approved by the Secondary Signing Authority, an appeal may be submitted to the Executive Board for approval.

5.5 In the event of a planned or unexpected absence, the Secondary Signing Authority may delegate to any Primary Signing Authority or to another Secondary Signing Authority with approval from their supervisor.

#### 6. Expenditure Review

6.1 The ASU Finance Department will also perform a regular internal review to ensure transactions being authorized are exact, complete and in compliance with the ASU Bylaws' policy and procedures. Upon their review, if anything is determined non-compliant it will be returned to the appropriate signing authority for correction and/or more information. If concerns remain, the Finance Manager can forward them to the individual's direct supervisor.

Any transaction with perceived non-compliance will not be processed by the Finance Department until all concerns or missing information has been addressed. Transactions will be reviewed to verify the following:

6.1.1 Appropriate supporting documentation is attached.

6.1.2 All required approval authorizations are in place.

6.1.3 Account coding is correct.

6.1.4 Transactions are compliant and processed in compliance with the ASU Bylaws' policies, and procedures.

7. One over one approval

7.1 An individual with signing authority may not authorize payment for which they are the recipient or for which they may be seen as having received some personal benefit, as well as employees with signing authority and procurement responsibilities may not requisition and approve their own purchase orders. These transactions require one-over-one approval.

7.2 One-over-one approval is provided by the direct supervisor.

7.3 The one-over-one approver for the President's expense claims is the Student Representative Council Chair or by resolution of the Executive Board.

Appendix. A

Departmental Signing Authority

Position	Department
President	President
VP Finance and Operations	VP Finance and Operations
VP Academic and External	VP Academic and External
VP Student Life	VP Student Life
VP Events and Promotions	VP Events and Promotions
General Manager	General Operating
Finance Manager	Finance Department
Axe Bar and Grill Manager	Axe Bar and Grill
Sexual Health Resource Centre Manager	Sexual Health Resource Centre (SHRC)
Retail and Food Services Manager	Cajun's Clothing Perkin's Café The Union Market
Campus Engagement Manager	Facilities Internal Organizations
Marketing Specialist	Marketing