

**Kwantlen Polytechnic University**  
**Signing Authority Structure by Document and Level**

Document Type	Board Approval required	Required Signatures. If an A is required, one must sign when indicated. If no restrictions see designated X's.	President & Vice Chancellor	Vice-President, Academic & Provost	Vice-President, Finance & Administration	Associate VP, Human Resources	Human Resources Manager(s) or designates	Associate VP, Research or Designate	Executive Director, External Affairs	Associate Vice-President, Academic	Associate VP, Student Life & Community or Designate(s)	Registrar	Executive Director, Finance or Designate(s)	Manager(s) in Finance	Director, Supply & Material Management or Designate(s)	Executive Director, Facilities	Associate Director, Planning and Construction	Managers reporting to the Executive Director or Associate Director, Facilities	Executive Director, IET	Manager, Bookstore or Designates	Operations Manager(s), Bookstore	University Librarian	Operations Manager, Library	University Secretary	Board Assistant	Dean, Unit Head or designates	
<b>Unbudgeted Transactions</b>																											
single transaction over \$200,000	Yes	One A & One X	A	X	A																						
<b>Contracts &amp; Agreements - General</b>																											
single transaction over \$200,000		One A & One X	A	X	A								X														X
single transaction under \$200,000		Two Req'd	A	X	A								X														X
<b>Contracts &amp; Agreements - Human Resources</b> Signatures outlined in Human Resource Policy & Procedures & Processes must be adhered to as well as those outlined on this schedule.																											
Collective agreements	Yes	Two Req'd	A		A	A																					
Employment Forms																											
President	Yes					A	X																				
Vice Presidents	Yes		A				X																				
Deans, Academic AVP's, Executive Directors		Two Req'd	A	X			X																				A
Faculty Hire Ongoing		Two Req'd	A	X			X																				A
Faculty Hire NR1/NR2		Two Req'd		X			X																				A
Administrative AVP's, Executive Directors		Two Req'd	A	X	X		X																				A
Administrative staff		Two Req'd		X	X		X																				A
Support Staff		One Req'd		X	X		X																				A
Contract to Purchase		One Req'd					X																				A
Casual		One Req'd					X																				A
<b>Research &amp; Special</b> Signatures outlined in Research & Special Funds Policy & Procedures & Processes must be adhered to as well those outlined on this schedule.																											
<b>a) Contracts &amp; Agreements</b>																											
single transaction over \$200,000		One A & One X	A	X	X		A						X														X
single transaction under \$200,000		Two Req'd	A	X	X		A						X														X
single transaction under \$50,000		One Req'd					A																				X
<b>b) Applications for Research Funding</b>																											
One Req'd		One Req'd					A																				A
<b>Contracts &amp; Agreements for the Purchase of Goods &amp; Services</b> Signatures outlined in Purchasing Policy & Procedures & Processes must be adhered to as well those outlined on this schedule.																											
<b>a) Faculty/Unit</b>																											
single transaction over \$200,000	Yes	One A & One X	A		A								X														X
single transaction under \$200,000		Two Req'd			A								X		X												X
single transaction under \$50,000		One Req'd		X	X										X												X
<b>b) Facilities Specific</b>																											
single transaction over \$200,000	Yes	One A & One X	A		A								X		X												
single transaction under \$200,000		Two Req'd			A								X		X	X											
single transaction under \$50,000		One Req'd													X	X	X	X									
<b>c) IET Specific</b>																											
single transaction over \$200,000	Yes	One A & One X	A		A								X		X												X
single transaction under \$200,000		Two Req'd			A								X		X												X
single transaction under \$50,000		One Req'd																									X
<b>d) Bookstore</b>																											
single transaction over \$200,000	Yes	One A & One X	A		A								X		X												X
single transaction under \$200,000		Two Req'd			A								X		X												X
single transaction under \$50,000		One Req'd																									X

**Kwantlen Polytechnic University**  
**Signing Authority Structure by Document and Level**

Document Type	Board Approval required	Required Signatures. If an A is required, one must sign when indicated. If no restrictions see designated X's.	President & Vice Chancellor	Vice-President, Academic & Provost	Vice-President, Finance & Administration	Associate VP, Human Resources	Human Resources Manager(s) or designates	Associate VP, Research or Designate	Executive Director, External Affairs	Associate Vice-President, Academic	Associate VP, Student Life & Community or Designate(s)	Registrar	Executive Director, Finance or Designate(s)	Manager(s) in Finance	Director, Supply & Material Management or Designate(s)	Executive Director, Facilities	Associate Director, Planning and Construction	Managers reporting to the Executive Director or Associate Director, Facilities	Executive Director, IET	Manager, Bookstore or Designates	Operations Manager(s), Bookstore	University Librarian	Operations Manager, Library	University Secretary	Board Assistant	Dean, Unit Head or designates
<b>e) Libraries</b>																										
single transaction over \$200,000	Yes	One A & One X	A		A								X		X							X				
single transaction under \$200,000		Two Req'd			A								X		X							X				
single transaction under \$50,000		One Req'd																				X	X			
<b>Purchase, Lease, Sale or Disposal of Land &amp; Lease of Space</b>																										
single transaction over \$200,000	Yes	One A & One X	A		A				X				X			X										
single transaction under \$200,000	Yes	Two Req'd	A		A				X				X			X										
<b>Contracts &amp; Agreements - Right of Way, Easement, Land Titles, Zoning, etc.</b>																										
any single transaction		One Req'd			A								X			X	X									
<b>Contracts &amp; Agreements - Sales of Service (Academic)</b>																										
1 - Academic credit courses & programs outside of normal calendar courses																										
2 - Non-credit courses & programs including conferences which are contracted with other organizations																										
contractual obligation over \$25,000		One A & One X	A	A	A				X																	X
contractual obligation under \$25,000		One Req'd		X	X				X	X																X
<b>International Contracts &amp; Agreements - Academic &amp; Student exchanges &amp; development programs</b>																										
contractual obligation over \$25,000		One A & One X	A	A	A										X											X
contractual obligation under \$25,000		One Req'd													A											X
<b>PCARDS</b>																										
Signatures outlined in Visa Card Agreement & Application & Processes must be adhered to as well those outlined on this schedule.																										
<b>a) Applications</b>																										
Purchasing Visa Card - \$750 per transaction, monthly limit \$2,500		Card Applicant & Supervisor														A										X
Corporate Visa Card - no per transaction limit, monthly limit \$5,000		Card Applicant & Supervisor														A										X
Corporate Visa Card - no per transaction limit, monthly limit \$10,000		Card Applicant & Supervisor														A										X
<b>b) Purchases</b>																										
Purchasing Visa Card - \$750 per transaction, monthly limit \$2,500		Card Holder																								X
Corporate Visa Card - no per transaction limit, monthly limit \$5,000		Card Holder																								X
Corporate Visa Card - no per transaction limit, monthly limit \$10,000		Card Holder																								X
<b>c) Reconciliations</b>		Card Holder & Supervisor																								X
<b>Donations to KPU</b>																										
any single transaction		One Req'd			A								X	X												
<b>University Student Loans, Bursaries, Financial Awards</b>																										

**Kwantlen Polytechnic University**  
**Signing Authority Structure by Document and Level**

Updated September 2015

Document Type	Board Approval required	Required Signatures. If an A is required, one must sign when indicated. If no restrictions see designated X's.	President & Vice Chancellor	Vice-President, Academic & Provost	Vice-President, Finance & Administration	Associate VP, Human Resources	Associate VP, Human Resources Manager(s) or designates	Human Resources Manager(s)	Associate VP, Research or Designate	Executive Director, External Affairs	Associate Vice-President, Academic	Associate VP, Student Life & Community or Designate(s)	Associate VP, Strategic Environment Management or Designate(s)	Registrar	Executive Director, Finance or Designate(s)	Manager(s) in Finance	Director, Supply & Material Management or Designate(s)	Executive Director, Facilities	Associate Director, Planning and Construction	Associate Director, Facilities	Managers reporting to the Executive Director or Associate Director, Facilities	Executive Director, IET	Manager, Bookstore or Designates	Operations Manager(s), Bookstore	University Librarian	Operations Manager, Library	University Secretary	Board Assistant	Dean, Unit Head or designates
any single transaction		One Req'd										X	X	X															
<b>Banking - Signing Officers</b>																													
Banking Documents		One A & One X	A		A											X	X												
Wire Payments, Electronic Fund Transfers and Direct Deposit Employee expenses any amount		One electronic B signature														X	X												
Cheques over \$5,000		One A electronic One X Manual signature	A		A											X	X												
Cheques under \$5,000		A & X Electronic Signatures Req'd	A		A											X	X												
Transfers between Kwantlen Bank Accounts		One electronic X signature														X	X												
<b>Investment - Signing Officers</b>																													
any single transaction		Approval Req'd			A											X	X												
<b>Sale of Debentures</b>																													
any single transaction		One Req'd			A											X	X												
<b>Disposal of Securities</b>																													
any single transaction		One Req'd			A											X	X												
<b>Patents</b>																													
any single transaction		One Req'd	A		A				A																				
<b>Use of Corporate Seal</b>																													
for documents		One Req'd	A											A													A	X	
for degrees, diplomas, certificates, other student related reports		Two Req'd	A											A													A		
for ceremonial purposes		One Req'd	A											A													A	X	