

Delegation of Signing Authority Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional category	Finance
Parent policy	Signing Authority Policy
Approval date	March 6, 2023
Effective date	March 6, 2023
Procedure owner	Vice President, Administration and Chief Financial Officer
Procedure administrator	Director, Financial Services and Controller

Overview

This procedure will specify the steps required to delegate NorQuest College (college) signing authority during periods of absence to align with financial and legislative requirements.

Authority to establish this policy is derived from the [NorQuest College Board of Governor's Policy No. 7](#), which delegates responsibility for the college's financial planning and activities to the President and CEO, and [Policy No.5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

Individuals granted signing authority under the [Signing Authority Policy](#) may temporarily delegate signing authority to another individual in an acting role during periods of absence from the college. In the absence of a delegated authority during a period of absence, the immediate supervisor will assume signing authority. The Immediate supervisor may delegate authority to another individual in the absence of a delegation.

Signing authority is delegated by written notification sent from the designating official's college email account. The notification may be in memo or email form, should be sent in advance of the absence and include the following:

- The dates for which the authority has been delegated,
- To whom the delegation has been assigned,
- The designee's business contact information,
- Where applicable, define the scope of delegation given to ensure clarity in responsibility being delegated, and
- Should NOT include the reason for the absence.

The email should be sent by the designating official; however, their administrative support may send the notification providing it is clearly indicated that it is being submitted on behalf of the delegator, and the designating official is cc'd on the notification. The notification should be sent to the designating official's supervisor, the supervisor's administrative support, the designee, relevant team members, Accounts Payable (apsigningauthority@norquest.ca), and Supply Chain Management (procurementandcontracts@norquest.ca). Written notifications delegating signing authority, including emails, are to be filed and maintained according to the [NorQuest College Records and Retention Disposition Schedule](#).

When determining what level of signing authority needs to be delegated, consideration should be given to the types of tasks that the designee will be performing during the timeframe of the delegation. The designating official should ensure that the designee has all the relevant access to perform those

duties, such as timesheet approvals, expense report and visa approvals, invoice approvals, and journal entry approvals.

The designee will assume the responsibilities and financial limits of the designating official. When approving something while in an acting capacity, the notification is to be provided along with the approval.

Final accountability for anything authorized during the acting period rests with the designating official.

Definitions

Designating Official: An individual or role that has been granted signing authority by the Signing Authority Policy and is delegating it during their absence.

Designee: An individual or role that has been temporarily granted signing authority.

Signing Authority: An employee of the college who has been granted authority by the President and CEO to approve commitments for the acquisition of goods and services for the purpose of conducting ordinary business on behalf of the college.

Related information

NorQuest College

- [Records and Information Management Policy](#)
- [NorQuest College Records and Retention Disposition Schedule](#)
- [Signing Authority Policy](#)

External

- [Electronic Transactions Act](#)
- [Electronic Transactions Act General Regulation](#)
- [Freedom of Information and Protection of Privacy Regulation](#)

- [Post-Secondary Learning Act](#)

Next review date

January 2027

Revision history

Date	Version Number	Action
March 2023	V1	New