



Canada's Capital University

<b>Policy Name:</b>	Signing Authority (ITS)
<b>Originating/Responsible Department:</b>	Information Technology Services (ITS)
<b>Approval Authority:</b>	Vice-President (Finance and Administration)
<b>Date of Original Policy:</b>	June 2007
<b>Last Updated:</b>	June 2012
<b>Mandatory Revision Date:</b>	June 2017
<b>Contact:</b>	Chief Information Officer (CIO)

**Policy:**

This Policy identifies the signing authorizations within ITS for requests of University funds. This Policy is internal to ITS only and must not conflict with the University Signing Authority Policy.

**Purpose:**

To ensure the proper and adequate authorization for the expending of University funds within the Department.

**Scope:**

All documents requesting approval to spend University funds, or documents committing University funds; for example, Contracts, Agreements, Licenses, documents subject to the ITS Change Management Process.

**Procedures:**

Requests for funds must be signed by authorized personnel as per the following dollar values:

Up to \$25,000	Directors, Managers and Designates
> \$25,000 and up to \$100,000	Chief Information Officer
Over \$100,000	Vice-President (Finance and Administration)

Documents requiring the signature of an Officer of the University must be signed by the VP (Finance and Administration).

**Restrictions:**

- An employee with signing authority making a claim for reimbursement or advance of funds for self, may not be the approval signatory and must obtain the signature of the supervisor with the appropriate budget authority.
- Employee related claims for funds must be approved by a higher level authority; e.g., the claimant's supervisor or higher.

This Policy will be implemented through the ITS Finance Administrator.

**Compliance:**

Non-compliance with this Policy may result in disciplinary action.

**Contacts:**

Chief Information Officer (CIO)

**Links to related Policies:** <http://carleton.ca/secretariat/policies/>

- Signing Authorities (University)