

Policy Name:	Signature Stamp
Originating/Responsible Department:	Vice-President (Finance and Administration)
Approval Authority:	Senior Management Committee
Date of Original Policy:	September 2008
Last Updated:	February 2019
Mandatory Revision Date:	February 2024
Contact:	Vice-President (Finance and Administration)

POLICY:

A stamp or other electronic means may affix a person's signature for the purposes of direct mail activities; such as fundraising, advertising, marketing, community relations, event management or similar communications. A signature stamp must not be used for any other purpose, including without limitation to the approval of documents which entail committing funds, entering into contractual commitments or approving expenditures.

PURPOSE:

The purpose of this Policy is to ensure that the application of signature stamps is undertaken with good business practices.

SCOPE:

This Policy is applicable to all University departments and units. Notwithstanding anything contained in this Policy, this Policy does not apply to the process by which electronic payments under \$50,000 are documented and cheques under \$50,000 are signed. These processes are governed by policy adopted by the Board of Governors and managed by the office of the AVP (Financial Services). Furthermore, this Policy does not apply to the process for which transcripts or diplomas are signed. These processes are managed by the Registrar's Office.

PROCEDURE:

In this Policy, the term "Signing Authority" means the person whose signature is to be applied by stamp or other electronic means, and the term "Assignee" means a person holding signature authority delegated from the Signing Authority.

In accordance with this Policy, a signature may be affixed by a stamp or other electronic means, so long as:

1. The instrument used remains in the possession or under the control of the Signing Authority or the Assignee;
2. The signature is applied either by the Signing Authority or an Assignee;
3. The assignment of signing authority to any Assignee is documented in writing; and
4. The application of the stamp or other electronic signature by an Assignee is approved in advance by the Signing Authority.

It is the further responsibility of the Signing Authority to:

1. Periodically review any assignment of signing authority;
2. Ensure that any Assignee understands this Policy and the terms and limits of the assignment of signing authority, it being understood that the Signing Authority is ultimately responsible for the Assignee's actions undertaken pursuant to the assignment of signing authority;
3. Ensure that the stamp or other instrument for the mechanical application of a signature is placed in an appropriately secure area when not in use.

CONTACTS:

Vice-President (Finance and Administration)

RELATED POLICIES:

Purchasing Policy
Procurement Card Policy
Travel and Related Expenses Policy
Signing Authorities Policy