

Approval Date: November 3, 2000

Most Recent Editorial Date : February 1, 2013

## Signing Authority & Delegation of Signing Authority Policy – All Funds

This policy is currently under evaluation due to the transition from manual to electronic financial transaction approval processes. Please refer to the Guide to Financial Management - [Expenditure Approvals](#) regarding the University's framework for electronic approvals.

<b>Office of Accountability:</b>	Vice-President (Finance and Administration)
<b>Office of Administrative Responsibility:</b>	Financial Services
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

<b>Contact for questions about this policy:</b>	<b>fs.requests@ualberta.ca</b>
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### Overview

This policy is based on the following guiding principle:

We are accountable for the priorities we set, the performance of our staff, the allocation of our resources, and the performance of our institution. We will measure our performance and communicate the results freely inside and outside the University. (*Degrees of Freedom*, 1993)

### Purpose

To establish a consistent university-wide framework to enable senior administrators and others in which financial responsibility vests, to structure and manage their responsibilities in an effective and efficient manner.

To provide subordinate staff with a degree of confidence and certainty in the execution of their duties.

To facilitate audit examination and verification of activity.

### POLICY

Publication of the University Budget, as approved by the Governors of the University, confers authority upon Deans, Chairs or Directors of Units to make expenditures within the amounts and scope of the accounts allotted to them in the budget.

Signing authority may be delegated to senior administrative persons within Units.

Holders of restricted funds (research, endowment spending and other trust funds) may delegate signing authority.



## U of A Policies and Procedures On-Line (UAPPOL)

Accountabilities related to the implementation of, management of and adherence to this policy shall be undertaken through the Office of the appropriate Vice-President.

**DEFINITIONS**

There are no definitions for this Policy. [\[▲Top\]](#)

**RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

There are no related links for this policy.

**PUBLISHED PROCEDURES OF THIS POLICY**

[Delegation of Signing Authority Procedure](#)

[Signing Authority and Approval Procedure](#)