

3-003 – Delegation of Signing Authority

MOTION: 2018-50

DATE APPROVED: November 27, 2003

REVIEWED: April 4, 2024

POLICY NO: 3-003

It is the policy of the Board of Governors of Lambton College that signing authority is structured to the relative significance of the document and its effects on the operation of the College.

1. The assignment of signing authorities must ensure compliance with all legal requirements and minimize liability implications. Further, all signing authority assignments must comply with Ministry regulations and directives, Lambton College Board By-laws and Board policies relating to budget and expenditures and to purchasing.
2. During the period of major Campus Renewal, the President and CEO is authorized to approve invoices related to approved Campus Renewal projects, irrespective of the amount.
3. Any documents for goods or services committing the College to expenditures of greater than \$2,000,000 require approval of the Board and shall be executed as per Board by-laws. Any documents committing the College to expenditures of \$2,000,000 or less shall be signed by the President or designate as noted in College operational policy on administrative signing authority.
4. The President will establish operational policy and procedures to ensure compliance with the objectives of this policy.