1. **Objective**

This regulation identifies the authorized signatories who may contractually engage Saint Paul University and sign bank documents and cheques.

2. **Regulation**

2.1 Only designated holders of a position or acting in a position by a resolution by the Board of Governors are authorized to commit Saint Paul University in buying or financing contracts.

The limits are authorized under the purchasing policy (FIN-312).

2.2 Two signatures are required for each document or bank cheque. In the case of real estate transactions or financing, at least one of the two signatures will be that of a member of the Executive Committee.

Transfer of funds between two financial institutions of Saint Paul University may be authorized by the Director of Financial Services and one employee of the same service.