

Number:	FIN-301
Title:	Authorized Signatories
Person responsible for enforcement:	Vice-Rector, Administration
Entered into force:	April 25, 2018
Approved:	April 25, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	No exception to this regulation without prior written authorization from the Board of Governors

In this document, the masculine form is used without prejudice and for conciseness purposes only.

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 Administration 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.