

**CHECKLIST RELATING TO THE POLICY ON THE APPROVAL OF CONTRACTS  
AND DESIGNATION OF SIGNING AUTHORITY**

The *Policy on the Approval of Contracts and Designation of Signing Authority* (Policy) and the *Procedure regarding Second Signatures on Contracts of a Value Greater than \$1,000,000* (Procedure) establish certain requirements for the signature of a contract. The following checklist has been developed as a guide to assist with these obligations.

**STEP 1: PRELIMINARY ADMINISTRATIVE ASSESSMENT (TO BE COMPLETED BY THE SIGNING OFFICER OR ANY EMPLOYEE PREPARING A FILE FOR SIGNATURE)**

| <b>In order for a contract to be signed in accordance with the Policy and Procedure, the following applicable statements must be answered in the affirmative:</b> |   |                          |                          |                          |
|---|---|--------------------------|--------------------------|--------------------------|
|   |   | YES                      | NO                       | N/A                      |
| 1.  | The subject matter of the contract for signature falls under the signing officer's area of responsibility by virtue of their portfolio or by virtue of <a href="#">Tables A or B</a> OF the Policy, or, in the case of a delegate, that of the signing officer who provided the delegation.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 2.  | The contract is within the signing authority limit prescribed under article 22 or <a href="#">Tables A or B</a> of the Policy for the signing officer or, in the case of a delegate, the limit established by the signing officer in the delegation.  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 3.  | If notice of termination or resignation from the University has been given by the signing officer or delegate or if it is one month prior to the end of their contract with the University, the signing officer or delegate has received explicit authorization by a position at a higher level of authority in the direct line of reporting to exercise their signing authority. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.  | If the value of the contract is over \$1,000,000, the second signatory holds an equal or greater signing authority limit to that of the signing officer unless the signing officer is the Principal, in which case, the second signatory will be an employee holding a position identified in the Table (see Part 3) of the Procedure.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.  | The appropriate approval required by any applicable policy, regulation and procedure has been obtained.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 6.  | The contract complies with legislation, collective agreements, personnel policy, and other applicable policies, both internal and external, to the University.  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 7.  | The risks and liabilities presented by the contract have been addressed and any insurance requirements have been reviewed by Risk Advisory and Insurance, if applicable.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|     |  |                          |                          |                          |
|-----|--|--------------------------|--------------------------|--------------------------|
|     |  |                          |                          |                          |
| 8.  | The contract is being authorized based on approved budget allocations enabling expenses or revenues related to the contract on behalf of the University.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9.  | The University is able to meet its obligations within the terms of the contract and that the other party is reasonably likely to meet its obligations.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 10. | Any legal review has occurred, in accordance with article 48 of the Policy.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | If applicable, any requirement for matching funding or in-kind resources has been approved based on procedures developed by the Provost and Vice-Principal (Academic), with the understanding that Board approval is required when the requirement for matching funding or in-kind resources is above \$6 million. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## **STEP 2: DECLARATIONS**

| <b>Prior to signing, signatories of a contract must confirm the following:</b> |  |                          |                          |                          |
|--|--|--------------------------|--------------------------|--------------------------|
|  |  | YES                      | NO                       | N/A                      |
| 1.   | I am acting in compliance with the Policy and, if applicable, any conditions of delegations set out by the signing officer.  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 2.   | I have sought training and information needed to understand and perform the role and fulfill my responsibilities.  | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 3.   | I have considered the financial and other benefits to or liabilities of the University as a result of the contract and deem them to be reasonable.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.   | If the contract presents an unusual level of financial or reputational risk, or may have significant strategic implications for the University, I have brought the contract to the attention of the Board or relevant Board Committee, or in the case of a delegate, to the signing officer.   | <input type="checkbox"/> | <input type="checkbox"/> |                          |
| 5.   | I am acting in accordance with the University's regulation concerning conflicts of interest, acting in the best interests of the University, with integrity and in good faith, and by signing the contract, I will not be in a conflict of interest or an appeared conflict of interest, unless said conflict has already been disclosed and addressed in accordance with University policy. | <input type="checkbox"/> | <input type="checkbox"/> |                          |