

Template 1	Delegation and Revocation of Signing Authority <ul style="list-style-type: none"> • Section 1: Delegation of Authority by Signing Officer (Article 29) • Section 2: Revocation of Delegated Authority (Article 29)
Policy	<i>Approval of Contracts and Designation of Signing Authority</i>

TO: Secretary-General (signingpolicy.secretariat@mcgill.ca)

FROM: _____

OFFICE: _____

DATE: _____

SECTION 1 : DELEGATION OF AUTHORITY BY SIGNING OFFICER TO DELEGATE

This is to inform you of the delegation of signing authority I have instituted in my area of responsibility, further to the authority assigned to me under the *Policy on the Approval of Contracts and Designation of Signing Authority*.

The delegate listed below understands that their actions are subject to this Policy. They will provide me with quarterly reports, completed using the Minerva reporting tool or form Template 2, on all contracts with a value of \$10,000 or more pursuant to the delegated authority. In addition, the delegate will provide me with a quarterly report on all contracts, irrespective of contract value, which present a significant level of risk that could bring the University under public scrutiny or affect its reputation, involve controversial matter, concern litigation or settlement claims or include unusual legal provisions.

I understand that I must ensure proper oversight of delegations and that I am accountable for all contracts signed by the delegate pursuant to the delegated authority.

POLICY RESTRICTIONS (Article 29):

Signing officers may delegate authority for approval and/or signing of contracts to employees holding positions they deem appropriate, which are no more than two levels lower than the signing officer’s position according to the University’s organizational hierarchy and not below the level of an Manager level 3 (M3) or equivalent, provided that such delegation is in writing and is:

- a) To employees holding positions with knowledge, expertise and judgement required to fulfill obligations under the delegations and;
- b) Of a total contract value not exceeding the signing officer’s authority;
- c) Based on established templates;
- d) Revocable by the signing officer or by a position at a higher level of authority at any time;
- e) Subject to such conditions as may be determined by the signing officer;
- f) Filed with the Secretariat and Financial Services upon execution.

NAME OF DELEGATE:

POSITION:

EMAIL:

PHONE NUMBER:

Type of contract (subject of delegation)	Amount delegated (up to \$ amount)
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

DELEGATION VALIDITY PERIOD (D/M/Y) to(D/M/Y):

RESTRICTIONS/CONDITIONS OF DELEGATION:

DECLARATION: FOR COMPLETION BY DELEGATE

I, _____ (name of delegate), declare that in the exercise of the authority that has been delegated to me, I will conduct myself with integrity and adhere to the highest ethical standards.

VI. Signatures

Signing Officer: _____

Delegate: _____

Date: _____

SECTION 2: REVOCATION OF DELEGATED AUTHORITY

Section 2 is to be **completed only when the signing officer decides to revoke signing authority that has been delegated** by them in Accordance with the *Policy on the Approval of Contracts and Designation of Signing Authority*.

TO BE COMPLETED BY SIGNING OFFICER

I _____ (name and title) revoke the delegation of authority granted to _____ in accordance with the *Policy on the Approval of Contracts and Signing Authority*.

Effective Date of Revocation: _____

Signature of Signing Officer : _____

Date: _____