Signing Authority and Approval Policy - Register

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General Principles

1. For any Contract or arrangement in this Register involving an IT Project, section 6.11 of the policy applies, which mandates CIO approval.

2. Everyone authorized to sign must not exercise their signing authority in circumstances where conflicts of interest exist or could be seen to exist. Signing authorities are expected to inform their immediate supervisor when such circumstances exist and should refer to Policy 69 – Conflict of Interest.

3. All responsibilities and authority outlined in the Register must be exercised in accordance with the Signing Authority and Approval policy.

Section A: Contracts and arrangements related to University Revenue

Revenue Generating Contracts and arrangements up to and including $200,000

1. Unless otherwise noted, for all Contracts and arrangements up to and including $200,000, the signing authority may be determined by a Vice-President, Associate-Vice President, or Associate Provost who has operational responsibility for the category of Contract or arrangement.

2. A signing authority must be an individual who has senior financial oversight, authority and decision-making responsibilities. This may include but is not limited to the Dean, Chair, Directors or Executive Directors, Department Heads, or their designate.

Revenue generating contracts over $200,000

Unless otherwise noted in Section A, for all Contracts and arrangements over $200,000, Section C General - Contracts and arrangements over $200,000 shall apply.

Research and Commercialization Related

1. For research and commercialization revenue arrangements, listed dollar amounts for the purposes of identifying the level of signing authority shall include the entire revenue from that specific sponsor only and does not include any agreements relating to matching funds.

Category	Dollar Threshold	Signing Authority	Additional Approvals	Additional Guidelines
Research Applications and Proposals	Up to and including $1,000,000	One of the following • An Associate Director, Research • A Senior Manager, Research • A Manager, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet)	Research program/sponsor specific approval processes
	Up to and including $5,000,000	One of the following • A Director, Research • An Associate Vice-President, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet)	Research program/sponsor specific approval processes Research checklist and all supporting documentation to accompany request
	More than $5,000,000	One of the following: • Vice-President, Research • An Associate Vice-President, Research	Department/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet)	Research program/sponsor specific approval processes. Research checklist and all supporting documentation to accompany request
Research awards, grants, contracts and agreements including knowledge mobilization and in-bound inter-	Up to and including $500,000	One of the following • An Associate Director, Research • A Senior Manager, Research • A Manager, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet)	Research program/sponsor specific approval processes

Category	Dollar Threshold	Signing Authority	Additional Approvals	Additional Guidelines
institutional/sub-award agreements.				
	Up to and including $3,000,000	One of the following • A Director, Research • An Associate Vice-President, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet)	Research program/sponsor specific approval processes Research checklist and all supporting documentation to accompany request
	Up to and including $10,000,000	One of the following • Vice-President, Research • An Associate Vice-President, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet)	Research program/sponsor specific approval processes. Research checklist and all supporting documentation to accompany request
	Over $10,000,000	One of the following • President • Vice-President, Academic & Provost **And** One of the following • Vice-President, Research • An Associate Vice-President, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet)	Research program/sponsor specific approval processes. Research checklist and all supporting documentation to accompany request
Licenses and agreements related to Technology Transfer	Up to and including $500,000	• A Technology Transfer Manager		

Category	Dollar Threshold	Signing Authority	Additional Approvals	Additional Guidelines
including revenue sharing agreements				
	Up to and including $3,000,000	• A Director, Commercialization		
	Up to and including $10,000,000	One of the following • Vice-President, Research • Associate Vice-President, Commercialization		
	Over $10,000,000	One of the following • President • Vice-President, Academic & Provost **And** One of the following • Vice-President, Research • Associate Vice-President, Commercialization		
Research services agreements where University's research groups or core facilities provide analytical testing or other services	As per Procurement/LIS procedures			

Gift/Donation Contracts

1. This section includes Contracts for all gifts of monetary value to the University, including endowed and trust gifts, cash gifts, in-kind real property or personal property, and securities.

2. Signing of gift Contracts are subject to the Signing Policy, as well as existing Advancement procedures for gift agreements, which may contemplate internal approvals required prior to signing by the Signing Authority. Signing and Approval of all Contracts for gifts to the University must be consistent with Policy 7 – Gift Acceptance and, if applicable Policy 10 – Naming Opportunities. Any Additional Approvals outlined are not additional signatories to the Contract or arrangement.

3. For any dollar threshold: If any gift supports research activities, the Office of Research must be consulted to ensure oversight of research compliance (ie. ethics) and any other research related terms.

Dollar Threshold	Signing Authority	Additional Approvals	Additional Guidelines
Up to and including $200,000	Associate Vice-President, Advancement Services	Any additional approvals as per Advancement signing procedures	Compliance with Policy 7 and Policy 10
Over $200,000 up to and including $2,000,000	One of the following • Vice-President, Administration & Finance • Chief Financial Officer **And** • Vice-President, Advancement	Any additional approvals as per Advancement signing procedures	Compliance with Policy 7 and Policy 10
Over $2,000,000 up to and including $10,000,000	One of the following • President and Vice-Chancellor • Vice-President, Academic & Provost **And** One of the following • Vice-President, Administration & Finance • Chief Financial Officer **And** Vice-President, Advancement	Any additional approvals as per Advancement signing procedures	Compliance with Policy 7 and Policy 10
Over $10,000,000	One of the following • President and Vice-Chancellor	Approval from Board of Governors Or	Compliance with Policy 7 and Policy 10

Dollar Threshold	Signing Authority	Additional Approvals	Additional Guidelines
	• Vice-President, Academic & Provost **And** One of the following • Vice-President, Administration & Finance • Chief Financial Officer **And** Vice-President, Advancement	Where such approval is required between regular meetings of the Board: Approval from the Board Executive Committee. **And** Any additional approvals as per Advancement signing procedures	

Non-Research Grant Agreements and Contracts

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guidelines
Province of Ontario and other grants	Up to and including $200,000	University Senior Leadership Council Member of the business unit receiving the funding		
	Over $200,000	University Senior Leadership Council Member for the business unit receiving the funding And One of the following • Vice-President, Administration & Finance • Chief Financial Officer		
Strategic Mandate Agreements	Any	One of the following: • Vice-President, Administration & Finance • Vice-President, Academic & Provost • President		

Section B: Contracts and arrangements committing the University to Expenses

General

Purchasing Card (P-Card) and travel/other expense reimbursement transactions are not within the scope of the signing policy or register. These transactions have their own published approval requirements which may require lower dollar thresholds and/or one-over-one approval.

Expenses equal to or less than $200,000

Unless otherwise noted in Section B, standard dollar thresholds for non-research requisitions and purchase invoice transactions outside of Fund 105, expenses are set at: up to and including $50,000; over $50,000 up to $100,000 and over $100,000 up to and including $200,000.

Expenses over $200,000

Unless otherwise noted in Section B, for all Contracts and arrangements over $200,000, Section C the General - Contracts and arrangements over $200,000 shall apply.

Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guidelines
Up to and including $50,000	An approved delegate responsible to those individuals in the department with senior financial oversight, authority and decision-making responsibilities (aka Work Order Signing Authority)		Compliance with • Policy 17- Quotations and Tenders, where applicable. • Policy 31 – University Expenses
Over $50,000 up to and including $100,000	The individual ultimately responsible for the Faculty or Department And The Manager, Procurement Operations or the Contract Specialist		Compliance with: • Policy 17- Quotations and Tenders • Policy 31 – University Expenses
Over $100,000 up to and	The individual ultimately responsible for the Faculty or Department	IT Project Purchase	Compliance with:

including $200,000	And • Director, Procure -to-Pay	• Chief Information Officer	• Policy 17- Quotations and Tenders • Policy 31 – University Expenses

Departments with separate requirements

This section specifically addresses certain signing authorities to meet business requirements in a limited number of departments/expense categories with specific requirements.

Food Services

1. The following applies to food and other expendable supplies for Food Services operations, including Contracts, Purchase Orders, and licensing relating to Food Services dealerships and franchises.

2. In exceptional circumstances where food needs to be ordered without a formal Contract in place, a Purchase Order (PO) which contains University of Waterloo terms and conditions can serve as a contract.

Dollar Threshold	Signing Authority	Additional Guideline or Approval
Up to and including $50,000 per transaction	One of the following • Director of Food Services • A Financial Officer • An Area Manager	
Over $50,000 up to and including $200,000 per transaction	One of the following • Associate Provost, Students • Director of Food Services	

Library

Library - Non-Acquisition Transactions		
Dollar Threshold	**Signing Authority**	**Additional Guideline or Approval**
Up to and including $50,000 per transaction	One of the following • Associate University Librarian, Administration & Strategic Initiatives	

	• Associate University Librarian, Learning, Research & User Services • Associate University Librarian, Collections, Technology & Scholarly Communications	
Over $50,000 up to and including $200,000 per transaction	University Librarian	
Library - Acquisition Transactions		
Up to and including $5000 per transaction	Acquisitions Associate, Invoicing & Ledgers	
Over $5,000 up to and including $50,000 per transaction	One of the following • Head, Collection Development; • Acquisitions Manager	
Over $50,000 up to and including $100,000 per transaction	One of the following: • Associate University Librarian, Administration & Strategic Initiatives • Associate University Librarian, Collections, Technology & Scholarly Communication • Associate University Librarian, Learning, Research & User Service	
Over $100,000 up to and including $200,000 per transaction	University Librarian	

Print + Retail Solutions

The following applies to the purchase of items within Print + Retail Solutions, which includes the W Store and W Store Essentials locations, including Contracts and licensing relating to Print + Retail Solutions dealerships and franchises.

Dollar Threshold	Signing Authority	Additional Guideline or Approval
Up to and including $10,000 for a single transaction	One of the following • Buying Assistant • Technology Sales & Service Coordinator • Custom Publishing Coordinator	

	• Customer Service & General Books Specialist • Technical Support Specialist • Copy Centre/Digital Production Operator • Manager, Shipping/Receiving	
Over $10,000 up to and including $100,000 for a single transaction	One of the following • Associate Director, Operations & Strategic Initiatives • General Merchandise Manager • Production Manager • Apparel & Customer Orders Buyer • Supplies & Gifts Buyer	
Over $100,000 up to and including $150,000 for a single transaction	One of the following • Course Materials Manager • Course Materials Specialist	
Over $150,000 up to and including $200,000 for a single transaction	One of the following • Associate Provost, Students • Director of Print + Retail Solutions • Technology Sales & Service Manager	

Capital Construction and Maintenance

The following applies to the maintenance and operation of buildings and grounds; the purchase of utilities; the construction of new buildings and for additions, alterations or renovations to existing buildings as well as to site services and landscaping.

Dollar Threshold	Signing Authority	Additional Guideline or Approval
Construction Contracts up to and including $200,000	The Director of Design & Construction Services, or for contract amounts of up to and including $10,000, a delegate within the Design and Construction Services Section of Plant Operations.	
A single transaction up to and including $200,000	One of the following • Vice-President, Finance & Administration • Executive Director, Facilities • A Director of Plant Operations	

Advancement

Dollar Threshold	Signing Authority	Additional Guideline or Approval
Up to and including $25,000	One of the following	

	• Any Director or Associate Director as determined by an Associate Vice-President.	
Over $25,000 up to and including $50,000	An Associate Vice-President	
Over $50,000 up to and including $200,000	Vice-President, Advancement	

Research and Commercialization

Dollar Threshold	**Signing Authority**	**Additional Approval, if required**	**Additional Guidelines**
Up to and including $20,000	The PI or a designated Signing Authority delegate (whose delegation is approved in writing by the PI and in accordance with Signing Authority Guidelines for Research Grants), **And** The Senior Buyer		Compliance with • Policy 17- Quotations and Tenders, where applicable. • Policy 31 – University Expenses
Over $20,000 up to and including $100,000	The Principal Investigator **And** The Manager, Procurement Operations or the Contract Specialist		Compliance with: • Policy 17- Quotations and Tenders • Policy 31 – University Expenses
Over $100,000 up to and including $200,000	The Principal Investigator **And** One of the following: • Director, Procure-to-Pay • Chief Financial Officer • Vice-President, Administration & Finance		Compliance with: • Policy 17- Quotations and Tenders • Policy 31 – University Expenses

Category	**Dollar Threshold**	**Signing Authority**	**Additional Approval**	**Additional Guideline**

IP and Commercialization related expenditure contracts which include intellectual property and commercialization clauses		• Director, Commercialization	• Responsible person or delegate as per Unit 4 approvals	
Out-bound inter-institutional/sub-award agreements.	Up to and including $500,000	One of the following • An Associate Director, Research • A Senior Manager, Research • A Manager, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet) at point of agreement and through financial system authorization levels at point of payment.	Research program/sponsor specific approval processes
	Up to and including $3,000,000	One of the following • A Director, Research • An Associate Vice President, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet) at point of agreement and through financial system authorization levels at point of payment.	Research program/sponsor specific approval processes Research checklist and all supporting documentation to accompany request
	Up to and including $10,000,000	One of the following • Vice-President, Research • An Associate Vice-President, Research	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet) at point of agreement and through financial system authorization levels at point of payment.	Research program/sponsor specific approval processes. Research checklist and all supporting documentation to accompany request
	Over $10,000,000	One of the following • President	Department/School/Centre/Faculty approval obtained via research proposal submission process (i.e. research cover sheet) at point of agreement and through financial	Research program/sponsor specific approval processes.

		• Vice-President, Academic & Provost **And** One of the following • Vice-President, Research • An Associate Vice-President, Research	system authorization levels at point of payment.	Research checklist and all supporting documentation to accompany request

Section C - General - Contracts and arrangements over $200,000.

1. The following dollar thresholds, signing authority, and additional approvals apply to Contracts and arrangements over $200,000 that are not noted in Sections A, B, D, E, or F.

2. Where indicated, the Responsible Person must prepare an executive summary documenting the business case for the Contract or arrangement for appropriate internal review and approval. This must precede any additional approvals and signing authority.

3. The Responsible Person is the individual ultimately responsible for the Faculty or department which includes the Dean, Chair, Director (for academic units) or Department Head or University Senior Leadership Council member if necessary (or academic support units) responsible for the account.

Dollar Threshold	**Signing Authority**	**Additional Approval**	**Additional Guideline**
Over $200,000 up to and including $2,000,000	One of the following • Vice-President, Administration & Finance • Chief Financial Officer	IT Project Purchase: • Chief Information Officer	Responsible Person prepares an executive summary documenting the business case.
Over $2,000,000 up to and including $5,000,000	One of the following • President • Vice-President, Academic & Provost		Responsible Person prepares an executive summary documenting the business case.

	And One of the following • Vice-President, Administration & Finance • Chief Financial Officer		
Over $5,000,000 up to and including $10,000,000	One of the following • President • Vice-President, Academic & Provost **And** One of the following • Vice-President, Administration & Finance • Chief Financial Officer	Construction projects and infrastructure: • Board of Governors Building & Properties Committee	Responsible Person prepares an executive summary documenting the business case.
Over $10,000,000	One of the following • President • Vice-President, Academic & Provost **And** One of the following • Vice-President, Administration & Finance • Chief Financial Officer	Approval from Board of Governors **Or** Where such approval is required between regular meetings of the Board: Approval from the Board Executive Committee.	Responsible Person prepares an executive summary documenting the business case.

Section D: Non-Monetary Contracts and arrangements

Research and Commercialization Related

Category	Signing Authority	Additional Guideline	Additional Approval
No-cost extensions or zero dollar addendums to research agreements.	One of the following • A Manager, Research • A Senior Manager, Research		

Category	Signing Authority	Additional Guideline	Additional Approval
	• An Associate Director, Research • A Director, Research		
Research affiliation or collaboration agreements, or MOUs, network participation agreements with third parties such as incorporated research centres, governments, academic institutions	One of the following • A Director, Research • An Associate Vice President, Research		Sponsor specific requirements may dictate the level of signature required.
Assignments, non-financial documents related to intellectual property (IP) transactions IP assignments, including but not limited to amendments and acknowledgements	One of the following • A Director, Commercialization • A Director, Research • An Associate Vice-President, Commercialization • An Associate Vice-President, Research		
Institutional signatory for non-financial reports for research projects	One of the following • A Senior Manager, Research • A Director, Research • An Associate Vice-President Research	Principal Investigator	Sponsor specific requirements may dictate the level of signature required.
Institutional signatory for financial reports for research projects	One of the following • A Manager, Research Finance • A Senior Manager, Research Finance • A Director, Research Finance • An Associate Vice President, Research Finance	Principal Investigator	Sponsor specific requirements may dictate the level of signature required.
Non-financial research and research related agreements and documents: such as, but not limited to, data sharing agreements; unfunded agreements transferring	One of the following • A Manager, Research • A Senior Manager, Research	Equipment loans/transfers/disposals require	Sponsor specific requirements may dictate the level of signature required.

Category	Signing Authority	Additional Guideline	Additional Approval
samples or materials, equipment loans/transfers/disposals; Research Personnel and Student Agreements (RPSA);; research permits, Non Disclosure Agreement (NDA) etc.	• An Associate Director, Research • A Director, Research	PI/Dept/Faculty/Procurement approval	
Non-financial intellectual property and commercialization related agreements and documents: such as, but not limited to, data sharing agreements; transferring samples (eg. Material Transfer Agreements), Non-Disclosure Agreements, and other unfunded agreements (eg. MOUs), etc.	One of the following • A Technology Transfer Manager • A Director, Commercialization		
Visiting research agreements, site access agreements, research certifications, capstone projects	The Faculty Dean, or delegate **Or** An Academic Department Chair, or delegate		

Other non-monetary Contracts or arrangements

This section applies to non-research-related non-monetary Contracts and arrangements relating generally to the operation and development of the University

Category	Signing Authority	Additional Guideline or Approval
Faculties	The Faculty Dean, or delegate **Or** An Academic Department Chair, or delegate	
Academic Support Departments	One of the following or their delegate: • A Vice-President • Secretary of the University	

	• An Associate Provost • An Associate Vice-President **And** A Department Head	
Executive/University Level	One of the following: • The President • The Vice-President, Academic & Provost **And** One of the following • A Vice-President • An Associate Provost • Secretary of the University • An Associate Vice-President • A Dean	

Section E: Financial Services

This section applies to Contracts and necessary forms related to financial services and arrangements, including banking services, merchant services, deposit facilitation services, corporate credit/purchasing cards, and insurance.

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guideline
Financial Services	Any	Two of the following: • President • Vice-President, Academic & Provost • Vice-President, Administration & Finance • Chief Financial Officer • Controller		

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guideline
		• Director, Treasury		
Debt/External Financing	Any	Two of the following • President • Vice-President, Academic & Provost • Vice-President, Administration & Finance • Chief Financial Officer	Board of Governors, **Or** Any committee of the Board of Governors that has been so delegated, if required	Compliance with Debt Policy
Investment Services	Any	Two of the following: • President • Vice-President, Academic & Provost • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury	Board of Governors, **Or** Any committee of the Board of Governors that has been so delegated, if required	Compliance with applicable investment guidelines, statement of investment policies and procedures and/or fund implementation procedures
Insurance Services	Up to and including $500,000	One of the following: • President • Vice-President, Academic & Provost • Vice-President, Administration & Finance • Chief Financial Officer • The Chief Risk Officer		
Insurance Services	Greater than $500,000	Two of the following, at least one of whom must be*: • President • Vice-President, Academic & Provost		

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guideline
		• *Vice-President, Administration & Finance • *Chief Financial Officer • Chief Risk Officer		

Section F: Financial Transactions

1. This section applies to financial transactions, including outgoing payments, pre-authorized withdrawal authorization, investments, and the sharing of banking information for the purpose of collections.

2. To meet the definition of Limited Purpose Bank Account in this section, one of the following criteria is required:
    i. account balances are limited to amounts required to efficiently conduct approved University business in a foreign jurisdiction.
    ii. to enable high frequency, small value payments to third parties such as research participants.

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guideline
Outgoing Payments (Including, but not limited to, payments by cheque, wire, EFT or E-Transfer)	Up to and including $500,000	One of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury • Director, Management Reporting & Budgets • Manager, Financial Reporting • Manager, Corporate Accounting • Manager, Investments		Authorization for expense payments follows approvals of expenses by authorized expense signing authority All cheques presented for payment must bear the signatures of two of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury
Outgoing Payments	Greater than $500,000	Two of the following, at least one of whom must be *:		Authorization for expense payments follows approvals of

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guideline
(Including, but not limited to, payments by cheque, wire, EFT or E-Transfer)		• *Vice-President, Administration & Finance • * Chief Financial Officer • * Controller • * Director, Treasury • * Director, Management Reporting & Budgets • Manager, Financial Reporting • Manager, Corporate Accounting • Manager, Investments		expenses by authorized expense signing authority All cheques presented for payment must bear the signatures of two of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury
Compensation payments to University employees (Payroll)	Any	One of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Chief Human Resources Officer • Controller • Director, Treasury • Director, Total Rewards • Manager, Payroll • Payroll Analyst		All cheques presented for payment must bear the signatures of two of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury
Tax payments to federal, provincial, or municipal governments, regulatory filings, pension contributions	Any	One of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury • Director, Management Reporting & Budgets • Manager, Financial Reporting • Manager, Corporate Accounting • Manager, Investments		

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guideline
Pre-Authorized withdrawal authorizations	Any	Two of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury		
Limited Purpose Bank Accounts	Up to and including $5,000	One of the following: • Vice-President, Administration & Finance • Chief Financial Officer, or delegate • Controller • Director, Treasury, or delegate		The Chief Financial Officer along with the Director, Treasury may authorize delegation to other qualified University employees. No single payment transaction to a research participant can exceed $500.
Limited Purpose Bank Account - Payments	Greater than $5,000 up to and including $25,000	Two of the following: • Vice-President, Administration & Finance • Chief Financial Officer, or delegate • Controller • Director, Treasury, or delegate		The Chief Financial Officer along with the Director, Treasury may authorize delegation to other qualified University employees. No single payment transaction to a research participant can exceed $500.
Pension Benefits	Any	One of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury **And** One of the following: • Chief Human Resources Officer • Director, Total Rewards • Human Resources Financial Officer		

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guideline
Debt/Borrowing	Any	Two of the following: • President • Vice-President, Academic & Provost • Vice-President, Administration & Finance • Chief Financial Officer		Compliance with Debt Policy
Use of University of Waterloo Banking Information for the purpose of collecting funds owed to the University	Any	One of the following: • Vice-President, Administration & Finance • Chief Financial Officer • Controller • Director, Treasury • Manager, Revenue Accounting		
Cash & Cash Equivalent Investments and Transactions	Any	Two of the following: • President • Vice-President, Academic & Provost • Vice-President, Finance & Administration • Chief Financial Officer • Controller • Director, Treasury • Manager, Investments		Compliance with applicable investment guidelines, statement of investment policies and procedures and/or fund implementation procedures
Investments other than cash and equivalent	Up to and including $10 million	Two of the following: • President • Vice-President, Academic & Provost • Vice-President, Finance & Administration • Chief Financial Officer • Controller • Director, Treasury • Manager, Investments	The Board of Governors, **Or** Any committee of the Board of Governors that has been so delegated, if required	Compliance with applicable investment guidelines, statement of investment policies and procedures and/or fund implementation procedures

Category	Dollar Threshold	Signing Authority	Additional Approval, if required	Additional Guideline
Investments other than cash and equivalent	Greater than $10 million	Two of the following: • President and Vice-Chancellor • Vice-President, Academic & Provost • Vice-President, Finance & Administration • Chief Financial Officer • Controller • Director, Treasury	The Board of Governors, **Or** Any committee of the Board of Governors that has been so delegated, if required	Compliance with applicable investment guidelines, statement of investment policies and procedures and/or fund implementation procedures