

## **UBC OKANAGAN**

### **SIGNATURES AND AUTHORIZATION POLICY**

#### **PURPOSE**

The purpose of this policy is to ensure all requisitions for payment are properly authorized with reference to current signatures of authorized personnel.

#### **POLICY**

An authorized signatory must approve all requisitions for payment. In general, the authorized signatories are the Unit Head/Director, Project/Grant (P/G) Manager, and those listed as authorized signing authorities for the Department or P/G.

When reimbursing an employee, the authorized signatory must be at least one administrative level higher than the employee requesting the reimbursement. This is referred to as "one-over-one" authorization.

One-over-one authorization cannot be delegated to an administrator. An administrator cannot authorize employee reimbursement (even if he/she has signing authority at the P/G and/or Departmental level) unless the direct supervisor of the claimant has approved and signed the requisition for payment.

One-over-one authorization also applies to payment to a third party when it involves employee expenses. (i.e. travel and entertainment related expenses, membership dues, tuition fees, etc.)

All authorized signatories must complete a three-part UBC Signature Card and submit it to UBCO Finance. Any changes in departmental signing authorizations must be reported and filed with UBCO Finance on a timely basis.

Departments are responsible to ensure that the signing authorities in the FMS system are accurate and up to date for their units. Written instruction must be sent to the UBCO Security Administrator in Finance to request a change in signing authority. The Security Administrator is responsible for updating the list of authorized signatories for the respective Department or P/G on FMS.

When a temporary signing authority is appointed in the absence of the official authorized signatory, an appointment letter/email must be sent to UBCO Finance advising of the temporary signing authority. A copy of the appointment letter/email must be attached to each requisition form.

#### **APPLICABILITY**

Applies to all faculties, departments and ancillary operations.

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#### **EXCEPTIONS**

There are no exceptions to the policy.

#### **PROCEDURES**

1. The designated department administrator is responsible to ensure that the signing authorities in the FMS system, at the PG and Department level, are accurate and up to date for their unit. Any changes to signing authorities should be communicated, by written instruction, to the UBCO Security Administrator in Finance. The department administrator should ensure that appropriate documentation is provided as necessary to support the validity of any changes in signing authorities.
2. The department administrator will check if a signature card exists for the candidate. If there is none, have one created. UBC signature cards are available from Accounts Payable, UBCO Finance.
3. Complete the signature card, including name, faculty, department, date and signature.
4. Return the signature card to UBCO Finance for filing.

#### **UPDATED**

This policy was updated August 12, 2010.