

Temporary Absence – a short, approved period when an employee is away from work but remains actively employed by Langara College. This includes, but is not limited to, vacation, sick leave, personal leave, or other short-term leaves where the employee is expected to return to their position once the approved period ends, unless otherwise arranged or extended in accordance with College policies.

3. POLICY

- 3.1 The President and CEO and the Vice-President, Finance and Administration have Signing Authority to sign documents which create a legal and financial commitment on behalf of the College.
- 3.2 The President may delegate Signing Authority to other officers and employees of the College as granted by the Board and supported by policy.
- 3.3 ELT Cost Centre Managers or LLT Cost Centre Managers may further delegate Signing Authority or Spend Authority to other Cost Centre Managers in their departments.
- 3.4 Each Cost Centre will have only one authorized Cost Centre Manager as authorized by the responsible ELT or LLT member.

Signing Authority

- 3.5 The dollar limits and types of contracts a Cost Centre Manager is authorized to enter on behalf of the College are set out in the Signing Authority Procedures associated with this policy.
- 3.6 All contracts must be reviewed by Enterprise Risk Management, regardless of contract amount or type.
- 3.7 If legal consultation is needed, the Director, Enterprise Risk Management or delegate will determine whether external legal counsel is required.
- 3.8 Cost Centre Managers must ensure that contracts are reviewed and approved in accordance with the Signing Authority Procedures before executing a contract.
- 3.9 Contracts will be managed in accordance with Policy C4002 – Contract Management.

Spend Authority

- 3.10 The expenditure limits for a Cost Centre Manager's Spend Authority are set out in the Spend Authority Procedures associated with this policy. Transactions cannot be split into smaller amounts to circumvent limit thresholds.
- 3.11 Before approving any obligations or expenditures, the Cost Centre Manager must ensure that the expenditure is:
 - a) Appropriate and necessary for the College's operations.
 - b) Within the appropriate expenditure limit and does not exceed the Cost Centre's budget.
 - c) Compliant with the College's policies and procedures including, but not limited to,

Policy C3001 – Procurement

- 3.12 Spend Authority does not extend to the approval of a Cost Centre Manager’s own expense claims. Such expenditures must be approved by the Cost Centre Manager’s direct supervisor.

Delegation of Authority

- 3.13 When a Cost Centre Manager is absent temporarily from the College, an alternate Cost Centre Manager should be delegated Signing Authority and Spend Authority for a specified period of time. Delegating an alternate signing authority will require the approval of the Cost Centre Manager’s direct supervisor.
- 3.14 The approval limits shall not exceed the limits established for the original Cost Centre Manager.
- 3.15 Where no alternate arrangements have been made, both Signing Authority and Spend Authority will move to the Cost Centre Manager to whom they report.

4. RESPONSIBILITY

For inquiries relating to this policy, contact the Vice-President, Administration and Finance.

5. REGULATIONS/PROCEDURES

Signing Authority Procedures
 Spend Authority Procedures

History/Revision	
Origination Date	March 10, 2009
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