

SCHEDULE A – Commitment Authority Table

The Office of General Counsel and Organizational Risk must be consulted prior to signing a contractual document, agreement and/or contract. Standard form contractual documents (other than template documents which have been created with prior assistance of legal counsel) should be submitted to the Office of General Counsel and Organizational Risk for a review prior to a document, agreement and/or contract being finalized and executed. Commitments requiring review by the Office of General Counsel and Organizational Risk are listed in the table below.

1. (a) Unbudgeted Transactions

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		Board Approval Required	One of Signature 1
Unbudgeted Transaction	Over \$200,000	Yes	President & Vice Chancellor; Chief Financial Officer
	Under \$200,000	No	Chief Financial Officer President & Vice Chancellor; VP, Administration; Provost & VP Academic; VP, External Affairs; VP, Students; VP, Human Resources

1.(b) Budget Transactions

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		Board Approval Required	One of Signature 1
Budgeted Transaction	Over \$200,000	Yes	President & Vice Chancellor; Chief Financial Officer
	Under \$200,000	No	Chief Financial Officer; President & Vice Chancellor; VP, Administration; Provost & VP Academic; VP, External Affairs; VP, Students; VP, Human Resources

2. Contracts and Agreements – General

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures		
		Two of Two Reviews	One of Signature 1	And One of Signature 2
Contracts and Agreements	Over \$200,000	Organizational Risk; Office of General Counsel	President & Vice Chancellor; Chief Financial Officer;	Provost & VP Academic; Dean or Divisional Unit Head
	Threshold (Single transaction)	Two of Two Reviews	One of Signature 1	And Two of Signature 2
	Under \$200,000	Organizational Risk; Office of General Counsel	Chief Financial Officer	President & Vice Chancellor; VP, Administration; Provost & VP Academic; VP, External Affairs; VP, Students; VP, Human Resources Dean or Divisional Unit Head

3. Memorandum of Understanding/Letter of Intent

Commitment/Contract Type	Required Signatures	
	Two of Two Reviews	And Two of Signature 1
Domestic, Type A Agreements	Organizational Risk; Office of General Counsel	VP, Human Resources; Associate VP, Research, Innovation, and Graduate Studies; Associate VP Academic; Associate VP, Enrolment Services and Registrar VP, External Affairs; VP, Students; Associate VP, Students Affairs; Associate VP, Planning and Accountability; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore; University Librarian; University Secretary; Dean or Divisional Unit Head; Associate VP, Campus & Community Planning; Chief Financial Officer; VP, Administration Provost & VP Academic

<p>International, Type A Agreements</p>	<p>Organizational Risk; Office of General Counsel</p>	<p>VP, Human Resources; Associate VP Academic; Associate VP, Research, Innovation, and Graduate Studies; VP, External Affairs; VP, Students; Associate VP, International; Associate VP, Planning and Accountability; Associate VP, Enrolment Services & Registrar; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore; University Librarian; University Secretary; Dean or Divisional Unit Head; Chief Financial Officer; VP, Administration; Provost & VP, Academic</p>	
<p>Domestic, Type B Agreements</p>	<p>Two of Two Reviews Organizational Risk; Office of General Counsel</p>	<p>Two of Signature 1 President & Vice Chancellor; Provost & VP Academic; VP, External Affairs; VP, Students; VP, Administration</p>	<p>And Two of Signature 2 Associate VP, Academic; Associate VP, Research, Innovation, and Graduate Studies; Associate VP, Planning and Accountability; Associate VP, Enrolment Services and Registrar; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore University Librarian; University Secretary; Dean or Divisional Unit Head Associate VP, Campus & Community Planning</p>

International, Type B Agreements	Two of Two Reviews	Two of Signature 1	And Two of Signature 2
	Organizational Risk; Office of General Counsel	President & Vice Chancellor; Provost & VP Academic; VP, External Affairs; VP, Students Associate VP, International; Chief Financial Officer; VP, Administration	Associate VP, Academic; Associate VP, Research, Innovation, and Graduate Studies; Associate VP, Planning and Accountability; Associate VP, Enrolment Services and Registrar; Executive Director, Facilities Services; Chief Information Officer; Operations Managers, Bookstore University Librarian; University Secretary; Dean or Divisional Unit Head

4. Contracts and Agreements – Human Resources

Signatures outlined in Human Resources Policies, Procedures and Processes must be adhered to, as well as those outlined in this schedule

Commitment/Contract Type	Required Signatures		
	Board Approval Required	Two of Signature 1	And One of Signature 2
Collective Agreement	Yes	President & Vice Chancellor; VP, Human Resources; Chief Financial Officer	Office of General Counsel
Request for Talent (RFT)	One of Signature 1	Two of Signature 2	And One of Signature 3
New Position RFT	President & Vice Chancellor; Provost & VP Academic; VP, External Affairs; VP, Students; Chief Financial Officer; VP, Administration	Human Resources Business Partner; Budget Accounting	Dean or Divisional Unit Head

Backfill or Replacement (Existing Positions)	Two of Signature 1		And One of Signature 2
	Human Resources Business Partner; Budget Accounting		Dean or Divisional Unit Head
Employee Transaction Form (ETF)	One of Signature 1	One of Signature 2	And One of Signature 3
New Employee (New to KPU or Department/Unit) Or Existing Employee, New Position	President & Vice Chancellor; Provost & VP Academic; VP, External Affairs; VP, Students; Chief Financial Officer; VP, Administration; VP, Human Resources	Human Resources Business Partner;	Dean or Divisional Unit Head
Existing Employee, Existing Position	One of Signature 1		And One of Signature 2
	Human Resources Business Partner		Dean or Divisional Unit Head
Employment Contract/ Offer Letter	Board Approval Required	One of Signature 1	And One of Signature 2
President	Yes	VP, Human Resources	Human Resources Business Partner
Vice Presidents	Yes	President & Vice Chancellor;	Human Resources Business Partner
Deans, Academic AVPs, Academic Executive Directors	One of Signature 1		
	President & Vice Chancellor; Provost & VP Academic; VP, Human Resources; Human Resources Business Partner		
Faculty Hire Ongoing	President & Vice Chancellor; Provost & VP Academic; VP, Human Resources; Human Resources Business Partner; Dean or Divisional Unit Head		
Faculty Hire NR1/NR2	Provost & VP Academic; VP, Human Resources; Human Resources Business Partner; Dean or Divisional Unit Head		
Administrative AVPs, Administrative Executive Directors; Chief Financial Officer	President & Vice Chancellor; Provost & VP Academic; VP, Human Resources; VP, Students; Chief Financial Officer; Human Resources Business Partner; Dean or Divisional Unit Head		

Administrative and Support Staff	Provost & VP Academic; VP, Human Resources; VP, Students; Chief Financial Officer; Human Resources Business Partner; Dean or Divisional Unit Head
Contract to Purchase and Casual Staff	Human Resources Business Partner; Dean or Divisional Unit Head

5. Contracts and Agreements for the Purchase of Goods and Services

Signatures outlined in the Procurement Services Policies, Procedures and Processes must be adhered to, as well as those outlined in this schedule

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures		
		Board Approval Required	One of Signature 1	
Faculty/Unit	Over \$200,000	Yes	President & Vice Chancellor; Chief Financial Officer	
	Under \$200,000	No	President & Vice Chancellor; Chief Financial Officer; Provost & VP, Academic; VP, Administration; VP, Human Resources; VP, Students	
	Under \$75,000	No	Chief Financial Officer; VP, Students; AVP, Academic; Director, Procurement Services; Dean or Divisional Unit Head	
Facilities Services Specific	Over \$200,000	Yes	President & Vice Chancellor; Chief Financial Officer	
	Under \$200,000	No	President & Vice Chancellor; Chief Financial Officer; VP, Administration	
	Under \$75,000	No	Director, Procurement Services; Executive Director, Facilities Services; Directors, Facilities Services	
Right of Way, Easement, Land Titles, Zoning, etc.	Threshold (Single transaction)	One of Signature 1	And One of Signature 2	And One of Signature 3
	Unlimited N/A	Chief Financial Officer; VP, Administration	Office of General Counsel	Executive Director, Facilities Services; Directors, Facilities Services; Associate VP, Campus & Community Planning

Commitment/Contract Type	Threshold (Single transaction)	Board Approval Required	One of Signature 1
Information Technology Specific	Over \$200,000	Yes	President & Vice Chancellor; Chief Financial Officer
	Under \$200,000	No	President & Vice Chancellor; Chief Financial Officer; VP, Administration
	Under \$75,000	No	Chief Information Officer; Directors, Information Technology
Bookstore	Over \$200,000	Yes	President & Vice Chancellor; Chief Financial Officer
	Under \$200,000	No	President & Vice Chancellor; Chief Financial Officer; VP, Administration
	Under \$75,000	No	Executive Director, Facilities Services; Director, Ancillary Services
Libraries	Over \$200,000	Yes	President & Vice Chancellor; Chief Financial Officer
	Under \$200,000	No	President & Vice Chancellor; Chief Financial Officer; VP, Academic; VP, Administration
	Under \$75,000	No	University Librarian

6. Research & Special Funds

Signatures outlined in the Research and Special Funds Policy, Procedures and Processes must be adhered to, as well as those outlined in this schedule

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures		
		Three of Three Reviews	One of Signature 1	And One of Signature 2
Contracts and Agreements	Over \$200,000	Office of General Counsel; Organizational Risk; Chief Financial Officer	President & Vice Chancellor; Associate VP, Research, Innovation, and Graduate Studies	Provost & VP Academic; Chief Financial Officer; Dean or Divisional Unit Head

	Threshold (Single transaction)	Two of Two Reviews	And Two of Signature 1
	Under \$200,000	Office of General Counsel; Organizational Risk; Director, Financial Operations	President & Vice Chancellor; Associate VP, Research, Innovation, and Graduate Studies; Provost & VP Academic; Chief Financial Officer; Dean or Divisional Unit Head
	Threshold (Single transaction)	One of Signature 1	
	Under \$25,000	Associate VP, Research, Innovation, and Graduate Studies; Director, Financial Operations; Dean or Divisional Unit Head	
Applications for Research Funding	One of Signature 1		And One of Signature 2
	Associate VP, Research, Innovation, and Graduate Studies; Dean or Divisional Unit Head		Director, Financial Operations

7. Contracts and Agreements – Sales of Service (Academic)

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And One of Signature 2
1.) Academic credit courses & programs outside of normal calendar courses	Contractual obligations over \$25,000	President & Vice Chancellor; Provost & VP Academic; Chief Financial Officer	VP, Students; Associate VP, Academic; Dean or Divisional Unit Head
2.) Non-credit courses & programs including conferences which are contracted with other organizations	Threshold (Single transaction)	One of Signature 1	
	Contractual obligations under \$25,000	Provost & VP Academic; Chief Financial Officer; VP, Students; Associate VP, Academic; Dean or Divisional Unit Head	

8. International Contracts and Agreements – Academic & Student Exchanges and Development Programs

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	And Two of Signature 2
Academic & Student Exchanges and Development Programs	Contractual obligations over \$25,000	President & Vice Chancellor; Provost & VP Academic; VP, Students; Chief Financial Officer	Associate VP, International Dean or Divisional Unit Head
	Threshold (Single transaction)	One of Signature 1	
	Contractual obligations under \$25,000	Associate VP, International; Dean or Divisional Unit Head	

9. Purchase, Lease, Sale or Disposal of Land and Lease of Space

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures			
		Board Approval Required	Two of Two Reviews	One of Signature 1	And One of Signature 2
Purchase, Lease, Sale or Disposal of Land and Lease of Space	Over \$200,000	Yes	Organizational Risk; Office of General Counsel	President & Vice Chancellor; Chief Financial Officer	VP, External Affairs; VP, Administration; Executive Director, Facilities Services
	Threshold (Single transaction)	Board Approval Required	Two of Two Reviews	Two of Signature 1	
	Under \$200,000	Yes	Organizational Risk; Office of General Counsel	President & Vice Chancellor; Chief Financial Officer; VP, External Affairs; VP, Administration; Executive Director, Facilities Services; Associate VP, Campus & Community Planning	

10. Banking and Investments

Commitment/Contract Type	Required Signatures	
	One of Signature 1	And One of Signature 2
Banking Documents	President & Vice Chancellor; Chief Financial Officer	Director, Financial Operations
Wire payments, electric funds transfers, and direct deposit employee expenses, any amount	One of Signature 1	
	Chief Financial Officer; Director, Financial Operations	
Cheques over \$5,000	One of Signature 1, Electronic	
	President & Vice Chancellor; Provost & VP Academic; Chief Financial Officer	And a second signature 1 or One of Signature 2, Manual Director, Financial Operations; Financial Services Managers
Cheques under \$5,000	One of Signature 1, Electronic	
	President & Vice Chancellor; Provost & VP Academic; Chief Financial Officer	And One of Signature 2, Electronic Director, Financial Operations; Financial Services Managers
Investments – any single transaction	One of Signature 1	
	Chief Financial Officer	And One of Signature 2 Director, Financial Operations

11. Purchase Cards

Signatures outlined in the VISA Card Agreement, PCard Application and Processes must be adhered to, as well as those outlined in this schedule.

Commitment/Contract Type	Required Signatures		
	One of Signature 1	One of Signature 2	And One of Signature 3
PCard Application	Director, Financial Operations;	PCard Applicant	Applicant's one-over-one supervisor
Waiver of transaction limit for International travel	Provost & VP Academic; Chief Financial Officer	PCard Holder	PCard Holder's one-over-one supervisor
Waiver of transaction limit: 1.) For travel within Canada 2.) For a non-travel related purchase	Director, Financial Operations;	PCard Holder	PCard Holder's one-over-one supervisor
PCard Reconciliations	One of Signature 1		One of Signature 2
	PCard Holder		PCard Holder's one-over-one supervisor
Purchases on a KPU PCard	One of Signature 1		
	PCard Holder		

12. Donations

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	
Gifts to be accepted by the university.	Unlimited N/A	Chief Financial Officer; Director, Financial Operations	
	See the Fundraising Policy (ER1) and related procedures		

13. University Student Loans, Bursaries, Financial Awards

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature 1	
University Student Loans, Bursaries, Financial Awards	Unlimited N/A	Provost & VP Academic; VP, Students; Associate VP, Students Affairs	

14. Sale of Debentures

Commitment/Contract Type	Required Signatures	
	One of Signature 1	One of Signature 2
Sale of Debentures	Chief Financial Officer	Director, Financial Operations

15. Patents

Commitment/Contract Type	Required Signatures	
	One of Signature 1	
Patents	President & Vice Chancellor; Associate VP, Research, Innovation, and Graduate Studies	

16. Corporate Seal

Commitment/Contract Type	Threshold (Single transaction)	Required Signatures	
		One of Signature	
To affix the corporate seal on all documents, or for ceremonial use	Unlimited N/A	President & Vice Chancellor; Associate VP, Enrolment Services & Registrar; Board Assistant; University Secretary	
To affix the corporate seal on degrees, diplomas, certificates, or other student related reports	Unlimited N/A	One of Signature 1	One of Signature 2
		President	Associate VP, Enrolment Services & Registrar