



Policy Name: Contractual Agreement Signing Authority	Policy Number: A13
---	-----------------------

Policy Statement:

The SAOC shall have a clear and decisive procedure for the signing of contractual agreements.

Purpose:

To provide the SAOC with a clear process when considering the signing of contracts and clarify who can sign contracts and what needs to be brought to Executive Council before signing occurs.

Related Policies	
Review Plan	Review Date: March 14, 2021
	Ratification Date: March 8, 2011



Policy Name: Contractual Agreement Signing Authority	Policy Number: A13
---	-----------------------

Procedure:

1. Contracts are:
 - a) Any expenditure which requires a signature;
 - b) An expenditure that will be reoccurring;
 - c) Any promise of services being covered by one specific vendor on SAOC property;
 - d) Anything that leaves the SAOC legally obligated.

2. Expenditures are;
 - a) Anything requiring the SAOC to pay monies to anyone from the SAOC budget;
 - b) Any papers signed leaving the SAOC contractually obligated to accept a service from a specific vendor for any length of time;
 - c) Papers being signed that require time and effort from SAOC Executive or office staff.

- A. Signing authority rests with the SAOC Administrative Coordinator, SAOC President and SAOC Internal Vice President
 - a) One other Executive may be chosen for signing authority to provide continuity during the summer. Proximity to Olds must be considered.

- B. No contract shall be signed unless first brought before SAOC Executive Council and/or Student Board of Directors.

- C. There can be no hidden clauses or quiet “kick-backs” to SAOC Executive or office staff in any contract signed by the SAOC.

Supporting Documents	
Review Plan: 5 years	Review Date: March 14, 2021