



FN.12.1.1 Signing Authority – Revenue Generating, Expenditure and Other Contracts/Agreements

Schedule A: Contract/Agreement Register

TABLE OF CONTENTS

1. Academic Agreements.....	2
2. Construction and Renovation Projects	3
3. Contracts – Non-Categorized	3
4. Corporate Training Agreement (Domestic & International).....	4
5. Employment and Instructional Related Contracts.....	4
6. Gift and Endowment Agreements	5
7. Grant Agreements.....	6
8. Investment, Banking, Insurance and Financing Agreements	6
9. Land, Real Property, Facility and Asset Rental/Leasing, Disposal and Ancillary Operations....	8
10. Legal Actions, Settlements	9
11. Research Agreements.....	9
12. Supply Management.....	10
13. Utilities	11

DEFINITIONS AND TERMS

- When “or” or “/” is used within the Signing Authority column, only one signature is required. The use of “and” requires both positions to sign.
- The position(s) and authority limits identified and stated within the Register are pursuant to Policy FN12.1 Signing Authority – Revenue Generating, Expenditure and Other Contracts/Agreements.
- All relevant contract review and financial authority policies and procedures must be followed, with the required governance reviews and approvals obtained prior to contract execution.
- Not every type of Agreement has been defined in this document, but such Agreements may still require review at various levels. It is the school/department’s responsibility to assess the nature of an Agreement and determine, in consultation with the appropriate supervisor/manager, school/department head, Vice President (“VP”), or Contracts & Insurance Services whether an Agreement needs to be reviewed and signed by which individuals at SAIT.
- Any dollar values referred to are over the entire term of the contract and not including extensions.
- PSLA refers to the *Post-Secondary Learning Act*, S.A.2003, c.P-19.5.

1. ACADEMIC AGREEMENTS

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Academic Affiliation <i>(and other similar Agreements)</i>	Vice President, Academic	President & CEO and Vice President, Academic
Agreement Academic Related	Vice President, Academic and Relevant School	Vice President, Academic or delegate
Memorandum of Understanding (MOU), Letter of Intent (LOI) Academic Related	Vice President, Academic and Relevant School	Vice President, Academic
Workplace Experiential Learning agreement	Relevant School	Dean, Associate Dean or Delegated Chair/Manager/ Program Coordinator
Confidentiality or Non- Disclosure Agreements <i>(relating to academic/course information)</i>	Relevant School	Dean or Director or Vice President
Academic Conference Agreements <i>(or Workshop Agreements)</i>	Relevant School	Vice President, Academic or AVP or Dean
Assignment of Copyright Agreement	Centre for Applied Education Innovation (CAEI) and Relevant School	SAIT Copyright Officer
Curriculum Development and Licensing Agreements – Academic	Centre for Applied Education Innovation (CAEI) and Relevant School	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix <i>Required signing authority to be based on estimated cost associated with Licensing agreement</i>
Intellectual Property Agreements <i>(academic related)</i>	Relevant School	Vice President, Academic and CFO & Vice President, Corporate Services
Academic Joint Venture or Partnership Agreements <i>Must comply with PSLA</i>	Relevant School	Chair, Board of Governors and President & CEO
Articulation Agreement	Relevant School	Vice President Academic
Other Academic Agreements <i>(not addressed elsewhere in this document)</i>	Relevant School	Vice President, Academic



2. CONSTRUCTION AND RENOVATION PROJECTS

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Building Construction and Renovation Contractor and Consultant Agreements	Facilities Management	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix
Change Orders (CO) / Work Orders / Work Authorizations (WA) / Statement of Work (SOW)	Facilities Management	AVP, Facilities Management or Director, Facilities Management

3. CONTRACTS –NON-CATEGORIZED

Miscellaneous and/or other contracts not listed in categories provided.

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Strategic Agreements – Institutional Focus (<i>Joint Venture, Partnership Agreements or other Strategic Agreements</i>) <u>Must comply with PSLA</u>	Relevant VP Office	Refer to the post-secondary learning act (PSLA)
Advertising or Campus Communication Agreements (<i>SAIT Agencies of Record: Marketing and Advertising, Media</i>)	Communications & Marketing	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix
Trademark License Agreement	Marketing	Senior Marketing Business Partner, Marketing
Athletics Program Agreements (<i>excludes Purchasing Agreement</i>)	Athletics & Recreation	Director, Athletics & Recreation
Memorandum of Understanding (MOU)	Relevant VP Office	Relevant Vice President
Information Sharing Agreements (<i>as considered under FOIP</i>)	Relevant School/Department and SAIT FOIP Coordinator	Dean or Director
Confidentiality or Non-Disclosure Agreements (<i>non-research</i>)	Relevant School/Department	Dean or Director or Vice President
Blended Revenue and Expense Agreements	Relevant School/Department	Contact Finance, Contracts & Insurance Services
Curriculum License Agreements (<i>inbound or outbound</i>)	Manager, Licensing and Relevant School	Refer to Revenue Agreements FN.12.1.1 Signing Authority Matrix

4. CORPORATE TRAINING AGREEMENTS (Domestic & International)

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Corporate Training Agreements	Corporate Training and Project Manager/ Coordinator	Refer to Revenue Agreements FN.12.1.1 Signing Authority Matrix
Master Services Agreements	Corporate Training	Vice President, Corporate Development, Applied Research and International (CDARI)
Corporate Training RFP Proposal Responses (<i>Proposal contains Terms and Conditions binding SAIT</i>)	Corporate Training and Project Manager/ Coordinator	Refer to Revenue Agreements FN.12.1.1 Signing Authority Matrix
Memorandum of Understanding (MOU)	Corporate Training	Director, Business Development
Global Operations & Maintenance Training (“GOMT”) Licensing Agreements	Corporate Training	Director, Business Development

5. EMPLOYMENT / INDEPENDENT CONTRACTOR RELATED AGREEMENTS

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
All Collective Agreements, Letters of Agreement, and Arbitrations	Human Resources and Finance	Chair, Board of Governors and President & CEO
Employment Benefits Provider Agreements	Human Resources and Finance	President & CEO (Board Approval)
Employment Contracts / Offers – New and Existing Position	Human Resources and Finance	Refer to Human Resources Delegation of Human Resources Authority Matrix
Independent Contractor Agreements	Relevant School and Finance, Supply Management	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix

6. GIFT, ENDOWMENT AND SPONSORSHIP AGREEMENTS

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Affinity Agreements	Alumni & Development	CFO & Vice President, Corporate Services, Vice President, External Relations or AVP, Advancement
Endowment Funding Agreements <i>(Refer to SAIT Policy ER.3.1 Gift Acceptance)</i>	Alumni & Development	CFO & Vice President, Corporate Services, Vice President, External Relations or AVP, Advancement
Gift Agreements <i>(Refer to SAIT Policy ER.3.1 Gift Acceptance)</i>	Alumni & Development	CFO & Vice President, Corporate Services, Vice President, External Relations or AVP, Advancement
Institution Naming Agreements	Alumni & Development	Chair Board of Governors and President & CEO
Third Party Sponsorship Agreements-Campus Schools/Departments	Relevant School/Department and Alumni & Development	Relevant Vice President or AVP, Advancement
Athletic Sponsorship Agreements	Athletics & Recreation	Director, Athletics & Recreation

7. GRANT AGREEMENTS

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Government of Alberta Grants	Relevant School/ Department, CFO & Vice President, Corporate Services or AVP Finance	CFO & Vice President, Corporate Services or Relevant VP
Federal Government Grants	Relevant School/ Department, CFO & Vice President, Corporate Services or AVP Finance	CFO & Vice President, Corporate Services or Relevant VP

Non-GOA Grants	Relevant School/ Department, CFO & Vice President, Corporate Services or AVP Finance	CFO & Vice President, Corporate Services or Relevant VP
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8. INVESTMENT, BANKING, INSURANCE AND FINANCE AGREEMENTS

Governance by SAIT Audit and Investment Committee and Finance Policies FN.5 and FN.9.

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Establishment of Line of Credit	Finance	CFO & Vice President, Corporate Services or AVP Finance
Investment Contracts	Finance	CFO & Vice President, Corporate Services or AVP Finance
Banking Contracts	Finance	CFO & Vice President, Corporate Services or AVP Finance
Bank Signing Authorities	Finance	CFO & Vice President, Corporate Services or AVP Finance
Loan Agreements	Finance	CFO & Vice President, Corporate Services or AVP Finance
Credit Card Agreements	Finance	CFO & Vice President, Corporate Services or AVP Finance
Financial Agreements - Other	Finance	CFO & Vice President, Corporate Services or AVP Finance
Insurance Renewal & Claim Forms	Finance	AVP Finance or Manager, Contracts & Insurance Services
Payroll Remittance	Finance	Manager, Payroll

9. LAND, REAL PROPERTY, FACILITY AND ASSET RENTAL/LEASING, DISPOSAL AND ANCILLIARY OPERATIONS

Contracts/documents that involve leasing, sale, or purchase of real property and equipment.

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Acquisition or Purchase of Land and/or Buildings <i>(Refer to Finance Policy FN.4.1 and FN.7.1)</i> Subject to PSLA and required approvals.	Facilities Management and Finance	President & CEO and CFO & Vice President, Corporate Services
Sale or Disposal of Land or Buildings <i>(Refer to Finance Policy FN.4.1 and FN.7.1)</i> Subject to PSLA and required approvals.	Facilities Management and Finance	President & CEO and CFO & Vice President, Corporate Services
Lease of Land and Facilities <i>(Refer to Finance Policy FN.4.1 and FN.7.1)</i> Subject to PSLA and required approvals.	Facilities Management and Finance	CFO & Vice President, Corporate Services
Multi-Year Leases - Equipment	Relevant School or Department and Finance, Supply Management	CFO & Vice President, Corporate Services
Multi-Year Software Licenses	Information Systems and Finance, Supply Management	CFO & Vice President, Corporate Services
Disposal of Equipment and Other Assets <i>(Refer to Finance Policy FN.14.1 and FN.7.1)</i>	Finance, Capital Assets and Supply Management	Refer to SAIT Finance, Capital Asset Policy/Procedure FN.14.1.3 and Disposal Form
Facility Daily/Weekly Rental Agreements – Academic Facility	Relevant School/Department and Commercial Services	Dean/Director or Delegate
Facility Daily/Weekly Rental Agreements –Non-Academic Facility	Commercial Services	Director, Commercial Services or Delegate

Facility Daily/Weekly Rental Agreements – Campus Centre/ Athletics & Recreation	Athletics & Recreation Department	Athletics & Recreation Department Director, Manager or Delegate
Ancillary Services – Commercial and Retail Space Leases and Retail Product Exclusivity Agreements <i>(Retail Food Space, On-site Commercial Retail Space, Vending, Retail Product Exclusivity (i.e.: Beverages) Health Practitioners, Banking, Graphic/Print Services, ATM, Parking, Catering)</i>	Commercial Services	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix
Ancillary Services- Bookstore and Graphic Operations <i>(Bookstore, Catering Services, Residences, Graphic Services, Parking Operations, Food Operations)</i>	Commercial Services	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix

10. LEGAL ACTIONS AND SETTLEMENTS

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
All legal claims, actions, complaints or settlements	Office of General Counsel and Human Resources	President & CEO or CFO & Vice President, Corporate Services

11. RESEARCH AGREEMENTS

All contracts relating to the research activities.

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Applications for Research Funding and Proposals	Applied Research & Innovation Services Department	Vice President, Corporate Development, Applied Research and International or Director ARIS
Sponsored Research Funding Agreements <i>(grants, contracts and service)</i>	Applied Research & Innovation Services Department	Vice President, Corporate Development, Applied Research and International
Proprietary Rights from Inventions <i>(patent, copyright, trademark, trade name)</i>	Applied Research & Innovation Services Department	Vice President, Corporate Development, Applied Research and International

License/Options to License <i>(to make, use or sell the product of an invention)</i>	Applied Research & Innovation Services Department	Vice President, Corporate Development, Applied Research and International
Confidentiality Agreements <i>(research related intellectual property)</i>	Applied Research & Innovation Services Department and Finance, Contracts & Insurance Services	Director ARIS
Intellectual Property Management Agreements <i>(research related)</i>	Applied Research & Innovation Services Department and Finance, Contracts & Insurance Services	Vice President, Corporate Development, Applied Research and International or Director ARIS
Memorandum of Understanding – Research Related <i>(Letters of Agreement and/or contracts with 3rd party entities)</i>	Applied Research & Innovation Services Department	Vice President, Corporate Development, Applied Research and International
Research Project Agreements (including Master Services Agreements) – Research Related	Applied Research & Innovation Services Department	Vice President, Corporate Development, Applied Research and International or Director, ARIS

12. SUPPLY MANAGEMENT

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Purchase Orders & Associated Purchasing Agreement <i>(Supported by authorized purchase requisition)</i>	Relevant School /Department and Finance, Supply Management	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix
Purchase Requisitions Approval Banner ERP Signing Authority Requisition Routing	Relevant School /Department and Finance, Supply Management	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix
E-Business Enablement (multi-year service agreements with no defined spend)	Finance	CFO & Vice President Corporate Services or Associate Vice President, Finance

Credit Card Approval <i>(One-over approval)</i>	Relevant School /Department	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix
Employee Expense Claim Approval <i>(One-over approval)</i>	Relevant School /Department and Finance, Accounts Payable	Refer to Revenue and Expenditure Agreements and FN.12.1.1 Signing Authority Matrix

13. UTILITIES

All contracts relating to the acquisition of utility services - Refer to SAIT Hedging Policy.

Document Description	Responsible for Internal Review and Approvals	Required Contract Signatory
Short Term Contracts for Utilities <i>(less than 1 year)</i>	Facilities Management and Finance	CFO & Vice President, Corporate Services
Long Term Contracts for Utilities <i>(greater than 1 year)</i>	Facilities Management and Finance Refer to SAIT FN.15.1.1 Energy Commodity Price Hedging Procedure	CFO & Vice President, Corporate Services