

## **5.14 SIGNING AUTHORITIES POLICY**

### ***Overview***

As part of its normal operations, BACI will enter into service agreements that will obligate BACI to provide services or to supply materials or resources to an outside party. These obligations and the subsequent remuneration involved in meeting them must be processed in a manner that meets the highest legal, ethical and business standards.

### ***Policy***

BACI signing authorities are designated to appropriate persons. No person outside of the designated persons can sign documents or cheques.

BACI will follow the contractual guidelines when providing the appropriate signatures on documents.

### ***Signing Officers for Cheques***

All cheques require two signatures. As follows:

- i) One Manager - either the Executive Director or Manager of Finance.
- And
- ii) One board member.

### ***Signatories for RFPs/RFQs/Service Response Plans***

Authorized (operational) signatories for Requests for Proposals (RFP), Requests for Qualifications (RFQ) or Responses to Ministry or funding initiatives may consist of the manager(s) responsible for the service area, or the Executive Director and/or a Board Member. However, all Responses must be reviewed and approved by the Executive Director before being submitted.

### ***Signing Officers for Service Contracts***

The signing officers for service contracts will be as follows:

- a) Executive Director
- b) Manager of Finance