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<b>CLASSIFICATION:</b> GENERAL	<b>NUMBER:</b> GEN-BOARD-3000
<b>CATEGORY:</b> ADMINISTRATIVE (FINANCE)	<b>DATE:</b> 2010-12-02 - O
<b>ISSUED BY:</b> CHIEF FINANCIAL OFFICER	
<b>AUTHORIZED BY:</b> CHAIRMAN, BOARD OF DIRECTORS	
<b>SUBJECT: DELEGATED FINANCIAL SIGNING AUTHORITY</b>	
<b>POLICY</b>	
<p>The Executive Director and Chief Executive Officer (CEO) has the authority, in the ordinary course of carrying out his responsibilities consistent with Board approved bylaws and procedures, to sign agreements on behalf of the Perley and Rideau Veterans' Health Centre (PRVHC) for the provision of supplies, services, leases, construction or equipment that are in line with approved operating and capital budgets, provided that the:</p> <ul style="list-style-type: none"><li>• value of any such agreement is less than \$1 million dollars in any one year; and</li><li>• duration of any such agreement is less than 5 years.</li></ul> <p>Contracts exceeding the CEO's signing authority require the joint signatures of the Board Chair or his authorized delegate, and CEO. These contracts will be reported to the Board on an annual basis.</p> <p>Notwithstanding the above provisions, pursuant to a Board approved mandate to negotiate a collective agreement with a bargaining unit, the Executive Director and Chief Executive Officer or authorized delegate has the authority to sign a collective agreement on behalf of the PRVHC.</p> <p>The Executive Director and Chief Executive Officer will ensure that appropriate procedures and controls are in place for the negotiation and signing of such agreements, including delegated financial signing authorities.</p>	
<b>APPROVED BY THE BOARD DECEMBER 2, 2010</b>	