

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY



College Practices

Reviewed:
Approved: September, 2004

NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

PRACTICE TITLE: Approval of Contracts, Documents or Instruments in Writing

4. The Vice-President responsible for the function to which the contract applies will forward the contract to the Vice-President, Corporate Services with a covering memorandum requesting that the contract be executed.
5. The Office of the Vice-President, Corporate Services will be responsible for obtaining the appropriate signatures as outlined in the College practice.
6. One original copy of all contracts will be maintained in the Office of the Vice-President, Corporate Services for central College reference purposes.
7. “Employment contracts” are not deemed contracts for the purpose of this practice and will follow Human Resources policies and practices.
8. The College has signed a “Resolution of Directors Regarding Banking and Security” which addresses all transactions involving our bankers. This resolution is complete and self-standing and is not affected by this practice.
9. Documents required for normal operations within established budgets and which could also be satisfied by a purchase order may be executed by the appropriate senior officer within the financial limits within the Procurement Practise.

D. Related Documents and Links

Board of Governors Bylaws:

<http://www.niagaracollege.ca/content/CorporateInformation/BoardofGovernors/Bylaws.aspx>