



Execution of Contracts

Category:	Operations
Number:	
Audience:	All University Faculty and Staff
Issued:	January 29, 2017
Owner:	President
Approved by:	Board of Governors
Contact:	President's Office (306) 790-5950 ext. 2100

Introduction

This policy applies to all Contracts to which the University is a party or that create an obligation on the University. Contracts must be entered into only by employees of the University. The purpose of this policy is to specify the signing authorities required for Contracts entered into on behalf of the University. The objective of this policy is to ensure that only those individuals with appropriate approval and accountability sign contracts on behalf of First Nations University of Canada.

Definitions

Contract – Under this policy, a contract is an agreement between the First Nations University of Canada and another party that is intended to have a binding obligation and/or legal effect. Contracts contain the terms and conditions under which goods, services, or other considerations of value are furnished by either party. Effective contracts provide a common understanding and the essential terms and mutual obligations defined within the agreement that exist between the parties. In addition to formal documents commonly understood to be contracts, documents such as purchase orders, service agreements, leases, statements of work and letters or memoranda of agreement, understanding, and intent are contracts if there is a University interest at stake and something of value is exchanged. Contracts include letters of offer and all letters pertaining to short term contracts for sessionals, lab instructors, teaching assistants or any other such contracts.

Research Contract – means a Contract for services or products to be provided by First Nations University of Canada faculty, staff, or students in regard to research contracted or sponsored through external funding sources.

FNUniv and/or University – means First Nations University of Canada

Policy

1. All contracts must be signed by the President.
2. Prior to presenting a Contract for signature by the President, the following requirements must be met:
 - a) The business terms of the Contract must be reviewed and approved in advance by the appropriate member of the Executive Group. Must include the quote.
 - b) An assessment of the risks to which the University may be exposed to by entering into the Contract must be prepared by the Executive Team Member responsible for the contract.
 - c) The Human Resources department must review the contract.
 - d) The Finance Department must review the Contract.
 - e) The Contract must be reviewed, logged, numbered and signed by the President's office.
3. Signature stamps or pre-signed blank forms are not accepted as original signatures on Contracts.

Consequences for Noncompliance

No person who is not an authorized signatory may enter into binding contract negotiations without permission from the President. Those signing without this authority may incur personal liability, and/or may be subject to discipline by the University, including termination.

Related Information

- [Signing Authority Policy](#)
- [Procurement Policy](#)
- [Whistleblower Policy](#)
- [Conflict of Interest Policy](#)
- Execution of Contracts Policy – Procedure Statement (under development)