

Amended Resolution Number 15

of the Signing Committee of the Board of Governors of the University of British Columbia

SUPPLY MANAGEMENT

Please Note: prior to executing any agreement for the supply or sale of personal property or for services, the applicable Supply Management and University-wide process(es) and policies must be complied with (please refer to Policy #122 and Policy #108 and the Procedures passed thereunder, as they may be amended from time to time).

RESOLVED THAT:

1. Agreements for the supply of personal property and services to the University, including purchase orders (each a “**Purchase Agreement**”) with a value not exceeding \$1,500,000 are duly authorized and executed by the University when executed by **any two** of the following persons:

Associate Vice-President, Finance and Operations, UBC Okanagan;
Director, Supply Management; or
Strategic Sourcing Manager.

2. Purchase Agreements with a value not exceeding \$750,000 are duly authorized and executed by the University when executed by **any two** of the following persons:

Associate Vice-President, Finance and Operations, UBC Okanagan;
Director, Supply Management;
Strategic Sourcing Manager;
any Procurement Team Leader; or
Purchasing Operations Manager.

3. Purchase Agreements with a value not exceeding \$350,000 are duly authorized and executed by the University when executed by **any one** of the following persons:

Associate Vice-President, Finance and Operations, UBC Okanagan;
Director, Supply Management;
Strategic Sourcing Manager;
any Procurement Team Leader;
Purchasing Operations Manager;
any Senior Procurement Officer; or
any Procurement Officer,

provided that all of the following requirements have been met:

- (a) the authorized signatory has received a correctly completed requisition in respect of the Purchase Agreement from another person, who has spending authority over the account from which the purchase is to be paid for;
- (b) the authorized signatory has reviewed the requisition against the criteria established by the Director, Supply Management, and has determined that the issuance of the Purchase Agreement satisfies all applicable requirements; and

- (c) the Purchase Agreement does not deviate from the form approved by either the Director, Supply Management or the Associate Director, Supply Management.
4. Purchase Agreements with a value not exceeding \$50,000 are duly authorized and executed by **any one** Buyer provided that all of the following requirements have been met:
- (a) the Buyer has received a correctly completed requisition in respect of the Purchase Agreement from another person, who has spending authority over the account from which the purchase is to be paid for;
 - (b) the Buyer has reviewed the requisition against the criteria established by the Director of Supply Management, and has determined that the issuance of the Purchase Agreement satisfies all applicable requirements; and
 - (c) the Purchase Agreement does not deviate from the form approved by the Director, Supply Management, the Strategic Sourcing Manager, or the Purchasing Operations Manager.
5. Purchase Agreements with a value not exceeding \$15,000 per transaction and that either:
- (a) are made pursuant to the provisions and/or monetary limits of an agreement identified in the preferred vendor list published on the Supply Management website; or
 - (b) are in form of agreement that does not deviate from the form approved by the Director, Supply Management, the Strategic Sourcing Manager, or the Purchasing Operations Manager.

are duly authorized and executed by the University when executed by **the following person:**

any person designated by the Director, Supply Management, provided the designation is made on the form prescribed by the University Counsel.

6. In this paragraph 6, "UBC Credit Card" means a credit card issued in the University's name (known as a "P-Card", "UBC Travel & Expenses Card" or such other names as are from time to time given to it by Supply Management).
- (a) The following:
 - (i) either Director, Supply Management; or the Purchasing Operations Manager;and
 - (ii) administrative head of that individual's unit,may authorize, in writing, the issuance of a UBC Credit Card to an employee of the University, with a credit limit of up to \$3,500.
 - (b) The following:

(i) Director, Supply Management;

and

(ii) administrative head of that individual's unit,

may authorize, in writing, the issuance of a UBC Credit Card to an employee of the University, with a credit limit of up to \$15,000.

(c) Each individual who has been duly issued a UBC Credit Card may use their UBC Credit Card to enter into Purchase Agreements with a value not exceeding the credit limit of their UBC Credit Card, or if applicable, the per transaction limit stipulated by Supply Management.

7. Agreements for the disposition of surplus equipment and materials owned by the University are duly authorized and executed by the University when executed by **any one** of the following persons:

Director, Supply Management; or

any person designated by the Director, Supply Management, provided the designation is made on the form prescribed by the University Counsel, and that all of the following requirements have been met:

(a) the authorized signatory has reviewed the disposition against the Disposal of Surplus Equipment and Materials Policy (as it may be amended and/or renamed from time to time), and has determined that the disposition satisfies all applicable requirements; and

(b) the agreement for the disposition does not deviate from the form approved by either the Director, Supply Management or the Logistics Manager.

8. Agreements with external media production organizations for the use of University property for filming, excluding agreements in respect of filming sporting events occurring on University property, where University property will be used for filming for a period of **more than 21 days**, are duly authorized and executed by the University when executed by **any one** of the following persons:

Vice-President, Finance and Operations; or
Vice-President, External Relations,

together with **any one** of the following persons:

Associate Vice-President, Campus & Community Planning; or
Director, Community Development, Campus & Community Planning.

9. All other agreements with external media production organizations for the use of University property for filming, excluding agreements in respect of filming sporting events occurring on University property, are duly authorized and executed by the University when executed by **any one** of the following persons:

President;

Provost and Vice-President Academic, UBC Vancouver;
Vice-President, Finance and Operations;
Vice-President, External Relations;
Associate Vice-President, Campus & Community Planning;
University Counsel;
Director, Community Development, Campus & Community Planning;
Film & Events Liaison, Community Development, Campus & Community Planning;
or
Film and Events Coordinator, Community Development, Campus & Community Planning.

10. A commitment or agreement for the supply of personal property, materials and services for the construction, renovation, or expansion of the infrastructure, buildings and amenities of the University, with a value not exceeding \$2,500,000, is duly authorized and executed by the University when executed by **any two** of the following persons:

Associate Vice President, Finance and Operations, UBC Okanagan;
Director, Supply Management; or
Strategic Sourcing Manager.

11. A commitment or agreement with a value not exceeding \$50,000 whereby a unit of the University acquires intellectual property is duly authorized and executed by the University when executed by **any one** of the following:

Director, Supply Management; or

any person designated by the Director, Supply Management, provided the designation is made on the form prescribed by the University Counsel, and that all of the following requirements have been met:

- (a) the authorized person has complied with all applicable requirements established by the Director, Supply Management from time to time; and
- (b) the agreement does not deviate from the form approved by the University Counsel.

12. Notwithstanding the foregoing, the authorizations set out in paragraphs 1 through 11 above will not extend to:

- (a) a commitment or agreement wherein the liability of the University is uncertain or is, in aggregate, in excess of CDN \$2,500,000;
- (b) any commitment or agreement that is precedent setting or involves sensitive issues; or
- (c) any commitment or agreement that a member of the Board of Governors requests be brought before the Board of Governors for approval.

13. For greater certainty, a person who is holding one of the above-noted positions on an acting or *pro tem* basis has the full signing authorization granted to such above-noted position.


- 14. Notwithstanding the foregoing, if any agreement contains an indemnity given by the University in favour of another party(ies), each University signatory to that agreement must ensure that the indemnity has been approved in accordance with the University's current indemnity approval process prior to signing the agreement. For information about the indemnity approval process, contact the Office of the University Counsel.
- 15. Notwithstanding the foregoing, if any agreement requires the prior consent of one or more government ministers under the *University Act*, each University signatory to that agreement must ensure that such approval has been obtained prior to signing the agreement. The signatories, or the signatories' designate, shall report the ministerial approval and the execution of the agreement to the UBC Board of Governors at their next regularly scheduled board meeting.
- 16. A copy of all agreements executed pursuant to this resolution shall be retained by Supply Management.

Signed at Vancouver on this 23rd day of April, 2019.

Michael Korenberg
Chair of the Board

Santa Ono
President

Amended pursuant to Section 5 of the UBC Board of Governors' Signing Committee bylaw approved on November 20, 2003, effective as of the 3rd day of JULY, 2019.



Vice-President, Finance and Operations