

Amended Resolution Number 18

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

UNIVERSITY BOOKSTORE

RESOLVED THAT:

1. Agreements for the purchase of goods for resale at or rent from the Bookstore, with a value not exceeding \$500,000, are duly authorized and executed by the University when executed by **any two** of the following persons:

Director, Bookstore and Campus Mail;
Associate Director, Bookstore and Campus Mail;
Operations Manager, UBC Bookstore and Campus Mail;
Senior Financial Manager, UBC Bookstore;
Store Manager – Vancouver, UBC Bookstore; and
Marketing and Communications Manager, UBC Bookstore.

2. Subject to section 4 below, agreements for the purchase of goods for resale at or rent from the Bookstore, with a value not exceeding \$100,000, are duly authorized and executed by the University when executed by **any one** of the following persons:

Director, Bookstore and Campus Mail;
Associate Director, Bookstore and Campus Mail;
Operations Manager, UBC Bookstore and Campus Mail; or
Store Manager – Vancouver, UBC Bookstore.

3. Subject for section 4 below, agreements for the purchase of course materials for resale at or rent from the Bookstore, with a value not exceeding \$100,000, are duly authorized and executed by the University when executed by **any one** of the following persons:

Store Manager – Vancouver, UBC Bookstore; or
Okanagan Campus Bookstore Manager, UBC Bookstore.

4. The authorizations set out in paragraphs 2 and 3 are subject to all of the following requirements having been met:

- (a) The authorized signatory has received a correctly completed purchase order from a person who has responsibility for the subject matter of that purchase order;
- (b) The authorized signatory has reviewed the purchase order against the criteria established by the Director, Bookstore and Campus Mail, and has determined that the issuance of the purchase order satisfies all applicable requirements; and
- (c) The purchase order does not deviate from the form approved by the Director, Bookstore and Campus Mail.

5. Agreements for the acquisition of rights or options to purchase products for resale or rent (also known as dealership agreements) that do not commit the University to a specific amount of expenditures, are duly authorized and executed by the University when executed by **any two** of the following persons:

Director, Bookstore and Campus Mail;
Operations Manager, UBC Bookstore and Campus Mail; and
Senior Financial Manager, UBC Bookstore,

provided that any specific purchase made under such dealership agreements are approved in accordance with paragraphs 2 and 3.

6. Agreements for the licensing of space within a Bookstore location, or space within the Bookstore's exclusive control, to third party retailers, with a value not exceeding \$50,000 and a duration not exceeding 60 days, are duly authorized and executed by the University when executed by **any one** of the following persons:

Director, Bookstore and Campus Mail;
Operations Manager, UBC Bookstore and Campus Mail; or
Senior Financial Manager, UBC Bookstore,

provided that the agreement does not deviate from the form approved by the Office of the University Counsel.

7. 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, unless otherwise indicated, in writing.
8. Notwithstanding the foregoing, the authorizations set out in the paragraphs 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 \$500,000;
 - (b) a commitment or agreement that is precedent-setting or involves sensitive issues;
 - (c) an agreement whereby the University is disposing of an interest in land for a term of ten years or more;
 - (d) any commitment or agreement that a member of the Board of Governors requests be brought before the Board of Governors for approval; or
 - (e) a commitment which, under the *University Act* (British Columbia), requires the prior consent of one or more government ministers.
9. 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.

10. A copy of all commitments and agreements executed under this resolution shall be maintained by the Bookstore.

Signed at Vancouver this 9th day of November, 2022.

Nancy McKenzie
Chair of the Board

Deborah Buszard
President

Amended pursuant to Section 5 of the UBC Board of Governors' Signing Committee bylaw approved on November 20, 2003, effective as of the 27 day of October, 2023.



Vice-President, Finance and Operations