



<b>Policy Name:</b>	<b>General Financial and Signing Authority Policy</b>		
<b>Category:</b>	<b>Operations &amp; Finance</b>	<b>Policy #</b>	<b>OPFIN-1</b>

## 1. Preamble

This policy defines the signing officers of the USSU as well as access to financial information.

## 2. Procedures

### 2.1 Authorizations

2.1.1 The cheque-signing officers of the USSU are:

- The Vice-President Operations and Finance or, in their absence, the president; and
- The Communications and Marketing Manager or, in their absence, the Business and Services Manager.
- One signature must be from a member of the Executive; and one must from a member of Administration.

2.1.2 The contract signing officers of the USSU are:

- The President, or in their absence, the Vice-President Operations and Finance; and
- The Communications and Marketing Manager or, in their absence, the Business and Services Manager or Facilities Manager.
- One signature must be from a member of the Executive; one must be from a member of Administration.

2.1.3 All legal documents shall be signed by:

- The President; and
- Communications and Marketing Manager or the Business and Services Manager

2.1.4 A signing officer is considered absent if:

- They are away from the office for more than 48 hours;
- They confirm to the Executive that their signing authority has been designated to someone else; or
- They become unable to sign due to medical or other reasons.

## 2.2 Financial Information Availability

Any member of the USSU is entitled to view the USSU budget or financial statements. If a member requests a copy of the document it will be up to the Executive to set the fee, if any, for charges relating to the provision of the documents (i.e. photocopying, binding, etc.).

## 3. USSU Contingency Fund

In order to secure the highest rate of return on students' money, reserves will be held in various investments. This practice allows for the greatest level of flexibility and ability to adapt to current market conditions. Please refer to the Investment Policy for further information on policy governing the disposition of investments.

<b>Contact Information:</b>	Vice President Operations & Finance: (306) 966-6967		
<b>Policy Authority:</b>	Finance and Assessment Committee		
<b>Approvals</b>	<b>Board/Committee</b>	<b>Date</b>	<b>Motion</b>
Created/Adopted	Executive Committee	04/29/2002	EXEC78
Amended	Executive Committee	04/23/2003	EXEC66
Amended	Executive Committee	08/11/2008	EXEC30
Amended	Operations & Finance Board	03/19/2009	OFB39
Amended	Executive Committee	07/31/2014	EXEC09
Amended	Executive Committee	05/13/2022	EXEC02