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### History of Changes

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1	2021-05-05	Initial Release	K. Shi & S. Liem

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## 1 INTENT

TRIUMF has a responsibility to its funders, Employees, and stakeholders to conduct its financial activities in an ethical and transparent manner. To fulfil that responsibility, this policy governs the assignment of Signing Authority and expenditure approval for financial transactions. It also sets out requirements of TRIUMF Employees for the management of TRIUMF-administered accounts.

## 2 RELATED AND REFERENCED DOCUMENTS

Policy on Financial Fraud – [Document-160388](#)  
Supply Chain Policy Manual – [Document-229880](#), Section 3

## 3 DEFINITIONS

**“Account Holder”** means a TRIUMF Employee who has Signing Authority over an account and who is the most responsible for reviewing and approving expenditures from said account. **“Grant Manager,” “Program Manager,” “Project Manager,”** and **“Cost Centre Manager”** all have equivalent meanings to Account Holder.

**“Appointee”** means an affiliate or emeritus who does not have an employment agreement with TRIUMF but is established by an appointment letter.

**“Employee”** means any person employed by TRIUMF to perform services for, or on behalf of, TRIUMF in any capacity.

**“Signing Authority”** means the authorization to expend or release funds from an account or means the person who possesses such authorization.

**“Visitor”** means an individual who does not have a TRIUMF appointment and whose primary affiliation is elsewhere. Visitors include users, contractors, and guests.

## 4 SCOPE

This policy applies to all TRIUMF Employees, Appointees, and Visitors, and all expenditures from TRIUMF-administered accounts.

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## 5 SIGNING AUTHORITY

- (a) TRIUMF assigns Signing Authority to the Account Holder of each TRIUMF-administered account for the purpose of approving and monitoring the expenditure or release of funds.
  - i. Signing Authority for research grants is generally assigned to the Principal Investigator for the research grant.
- (b) It is the responsibility of the Signing Authority of a TRIUMF-administered account to ensure that expenditures comply with granting agency requirements and TRIUMF policies and are within the stated scope of the account's budget.
- (c) If no granting agency requirements are stated, the Signing Authority must abide by TRIUMF policies and guidelines for expenditures.

## 6 EXPENDITURE APPROVALS

It is the responsibility of the Signing Authority to ensure that all expenditures and reimbursements are within scope of an account's budget and comply with TRIUMF policies and the requirements of any relevant granting agency.

### 6.1 General expenditures

- (a) All expenditures from a TRIUMF-administered account require the review and approval of the account's Signing Authority.

### 6.2 Reimbursements

- (a) Personal expenditures by Employees, Appointees or Visitors for TRIUMF-related activities should only occur when necessary. Direct expenditure from a TRIUMF-administered account is always preferred.
- (b) Any reimbursements for a claimed expense by a TRIUMF Employee, Appointee, or Visitor require the written approval of the Signing Authority and the claimant's direct supervisor prior to incurring the expense.
- (c) If the Signing Authority is also the claimant's direct supervisor, no further approval is required for reimbursement.
- (d) If the Signing Authority is the claimant, the Signing Authority must receive written approval from their direct supervisor prior to incurring the expense.

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### **6.3 Travel reimbursements**

- (a) Any reimbursements for travel-related claims by a TRIUMF Employee, Appointee, or Visitor require the approval of the Signing Authority and the claimant's direct supervisor prior to incurring the expense.
- (b) If the Signing Authority is also the claimant's direct supervisor, no further approval is required for reimbursement.
- (c) If the Signing Authority is the claimant, the Signing Authority must receive prior approval from their direct supervisor for the expense.

## **7 NON-COMPETITIVE BID TRANSACTIONS**

Expenditures on items or services that are procured through a non-competitive bid process and exceed a certain amount require the approval of the Account Holder's direct supervisor or of an approver at least one level higher in supervisor status.

TRIUMF Finance will regularly review and publish the transaction limits for such expenditures.

## **8 SIGNING AUTHORITY DELEGATION**

- (a) An Account Holder may delegate Signing Authority to another TRIUMF Employee.
- (b) The Account Holder is responsible for ensuring that the delegate has the necessary knowledge and skills to assume the role of Signing Authority.
- (c) The delegation of Signing Authority and length of time for delegation must be documented in writing.
- (d) The delegation of Signing Authority does not exempt the Account Holder from accountability for any account activity.
- (e) Supervisor approvals described in Sections 6.2 and 6.3 cannot be delegated.

## **9 EXCEPTIONS**

This policy serves as the baseline for the management of TRIUMF-administered accounts. Additional policies and guidelines may be applied to accounts in some circumstances to establish additional requirements depending on operational necessity.

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## **10 RESPONSIBILITIES**

### **10.1 Employer**

- (a) TRIUMF must create policies and guidelines that responsibly govern the management of TRIUMF-administered accounts.

### **10.2 Account Holder**

- (a) The Account Holder must ensure that all expenditures, including those approved by Signing Authority delegates, from accounts they are responsible for comply with the policies of TRIUMF and any relevant granting agencies.
- (b) The Account Holder must review all transactions from accounts that they are responsible for to ensure accuracy and compliance.

### **10.3 Employees, Appointees, and Visitors**

- (a) Employees, Appointees, and Visitors must act responsibly and ethically when conducting financial activities involving TRIUMF
- (b) Employees, Appointees, and Visitors seek approval from their direct supervisor and Signing Authority prior to claiming any expense from a TRIUMF-administered account.

## **11 POLICY REVIEW SCHEDULE**

This policy will be reviewed on a regular basis.