



Title:	SIGNATURES AND AUTHORIZATION
Updated:	September 23, 2005
Audience:	All Faculty of Medicine Dean’s Office Units, Departments, Centres, or Schools.
Purpose:	To ensure all requisitions for payment are properly authorized with reference to current signatures of authorized personnel.
Contact:	MedFinance

POLICY

All personnel authorized to make payments to their respective departments will have their signature registered in the Authorized Personnel Signature file located in Financial Services.

Any changes in departmental signing authorizations must be reported and filed with Finance.

APPLICABILITY

Applies to all Faculty of Medicine (FoM) Dean’s Office Units, Departments, Centres, or Schools.

PROCEDURES

1. The designated department web administrator is responsible to ensure that the PG signing authorities in the FMS system at the **PG level** is accurate and up to date for their unit. However, FoM Dean’s Office Units, Departments, Schools, Centres should inform their designated web administrator of any changes in the signing authorities to ensure that up-to-date signing authorities are maintained. Meanwhile, the web administrator should ensure that appropriate documentation is provided as necessary to support the validity of any changes in signing authorities.
2. For new PG’s and changes to the PG signing authority list, FoM Dean’s Office Units, Departments, Centres, or Schools should fill in a signing authorization form and forward the form to the Department Web Administrator.
3. The Department Web Administrator will check if a signature card exists for the candidate. If there is none, department web administrator will have one created as per the UBC signature card procedure.



4. The Department Web Administrator will update the PG signing authority in the FMS system at the PG level.
5. For signing authority changes at the **department level** or if no Department Web Administrator exists, forward the request to Financial Services.
6. Endowment project grants must have their signing authority list updated by written instruction to Financial Services.

UBC Signature Card Procedure

1. Ascertain the individual does not have a signature specimen in the Authorized Personnel Signature file in Financial Services.
2. Obtain a UBC signature card from Requisition Processing.
3. Fill out the card either by printing or typing. Include the name, faculty, department, date and signature.
4. Submit the signature card to Requisition Processing.

UPDATED

This policy was updated Sept 23, 2005.