

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:

Managing Director, University Community Services;
Associate Director, Operations, UBC Bookstore;
Senior Financial Manger, UBC Bookstore;
Merchandise Manager, 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:

Managing Director, University Community Services;
Associate Director, Operations, UBC Bookstore; or
Merchandise Manager, UBC Bookstore.

3. Subject to 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:

Course Materials Manager, 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 Managing Director, University Community Services, 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 Managing Director, University Community Services.

5. Agreements for the acquisition of rights or options to purchase products for resale or rent (also known as dealership agreements), are duly authorized and executed by the University when executed by **any two** of the following persons:

Managing Director, University Community Services;
Associate Director, Operations, UBC Bookstore; and
Senior Financial Manger, UBC Bookstore.

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, are duly authorized and executed by the University when executed by **any one** of the following persons:

Managing Director, University Community Services;
Associate Director, Operations, UBC Bookstore; or
Senior Financial Manger, UBC Bookstore,

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

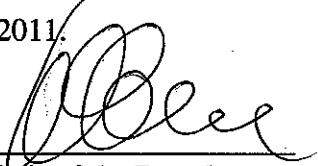
7. Notwithstanding the foregoing, the authorizations set out in the paragraphs above will not extend to:

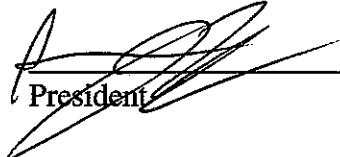
- (a) a commitment or agreement wherein the liability of the University is uncertain or is, in aggregate, in excess of CDN \$500,000;
- (b) a commitment or agreement that is precedent-setting or involves sensitive issues;
- (c) any commitment or agreement that a member of the Board of Governors requests be brought before the Board of Governors for approval; or
- (d) a commitment which, under the *University Act* (British Columbia), requires the prior consent of one or more government ministers.

8. 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.

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

Signed at Vancouver this 30th day of June, 2011.


Chair of the Board


President