

Administrative Procedure 517

AUTHORIZED SIGNATURES

Background

The Division believes in sound financial controls and only authorized personnel may sign on behalf of the Division.

Procedures

1. The Chair, or in the absence of the Chair, the Vice-Chair and the Secretary-Treasurer or, in the absence of the Secretary-Treasurer, the Acting Secretary Treasurer, are authorized to sign all current account cheques and, generally, to sign any and all legal documents and agreements.
2. The signing authorities may issue cheques for all items within approved budgets.
3. The cheque signing system shall be operated under the authority of the Secretary-Treasurer.
 - 3.1 The system shall be kept in a secure location at all times.

Reference: Section 60, 61, 113, School Act

