

800.1 Signing Authority Policy

Policy

The Board expects that expenditures and charges against School Division budget accounts and other administered funds shall only be accepted when the properly designated signing authority has approved the originating document.

The Board directs that signing authority be delegated for Division Administrative duties.

Regulations

1. The Division signing officers shall be the Board Chair, Superintendent, Associate Superintendent, Business Affairs, and the Director of Finance.
2. All corporate contracts and all financial instruments shall be signed by any two of the four designated signing officers.
3. All cheques shall be under signature plate (electronic signature).
4. Signing officers for contracts with individual employees shall be:
 - 4.1 Board Chair for Executive Council members;
 - 4.2 Superintendent for certificated staff who receive an administrative allowance and Directors who are not Alberta Teacher Association members;
 - 4.3 Director of Human Resources for all other employees.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act: Sections 60, 61

Division Policies: Policy 601.1.3 School Accounts, 801.9 Financial Planning and Management – General, 804.3 Financial Accountability and Audits, 1005.6 School Generated Funds