

800.1 Signing Authority

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 according to the regulations below.

Regulations

1. The Division signing officers shall be: Board Chair, Superintendent, Associate Superintendent of Business and Operations, and Director of Finance.
2. All corporate contracts and all financial instruments shall be signed by any two of the four designated signing officers.
3. Signing officers for contracts with individual employees shall be outlined in Policy 401.1 excepting the Superintendent for whom the Board Chair shall retain signing authority.

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

References

Education Act: 52, 53

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