

Administrative Procedure 516

SIGNING AUTHORITIES

Background

The Board Chair, the Secretary Treasurer, Assistant Secretary Treasurer and the Director will be the authorized signing authorities of the Division.

Procedures

1. The Director will normally only be a signing authority if the Secretary Treasurer and the Assistant Secretary Treasurer are absent.
2. The Board Chair's signature will be imprinted by electronic means or a cheque signing machine.
3. The signatures of the Secretary Treasurer, Assistant Secretary Treasurer and Director will be done manually.

Reference: Sections 85, 87, 108, 109, 110 Education Act
Public Accounts Regulations