



Signing Authorities of the Board

Board Received: June 22, 2015

Review Date: September 2019

1. **General Account**

The signing authorities for the Board to sign general account cheques shall be one of the Chair of the Board or the Vice-Chair of the Board, together with one of the Director of Education or the Superintendent of Business and Treasurer.

2. **Trust Account**

The signing authorities for the Board to sign trust account cheques shall be one of the Chair of the Board or the Vice-Chair of the Board, together with one of the Director of Education or the Superintendent of Business and Treasurer.

3. **Legal Documents, Contracts, Etc.**

The Board's signing authorities for legal documents, contracts as outlined in Procedure F107-Purchasing, and bank loans shall be the Chair of the Board or the Vice-Chair of the Board, together with one of the Director of Education or the Superintendent of Business and Treasurer.

4. **Use of Facsimile Signature**

Facsimile signatures of the Board Chair and Superintendent of Business and Treasurer shall be used for signing General Account cheques produced by the Board's financial accounting system.

5. **Application of the Board's Seal**

Such documents as require the seal of the Board shall be so sealed only after all other portions of the document are in proper order.