

## **POLICY 620 SIGNING AUTHORITIES**

1. Other than specific signing authorities articulated within this policy, the Secretary Treasurer in consultation with the Superintendent of Schools (“Superintendent”), is authorized to manage appropriate signing authorities for all departments and schools and establish clear administrative procedures regarding contracts and other legal documents requiring a single signature.

### **District Corporate Seal**

2. Authority to affix the District Corporate Seal is restricted to the Superintendent and the Secretary Treasurer for use on corporate documentation including budgets, exempt staff contracts and property documents.

### **Signing Officers**

3. The signing officers for execution of all documents requiring the district corporate seal shall be the Chair of the Board, or in the absence of the Chair, the Vice Chair; the Secretary Treasurer, or in the absence of the Secretary Treasurer, the Assistant Secretary Treasurer; and the Superintendent.

4. The Secretary Treasurer in consultation with the Superintendent, is authorized to specify through an administrative procedure, legal documents that require signatures of two officers of the Board.

5. For contracts and other legal documents requiring two officers of the Board, the signing officers shall be any two of the following: the Superintendent of Schools, the Secretary Treasurer or the Assistant Secretary Treasurer.

### **Electronic Signatures**

6. The signatures on system produced cheques shall carry the electronic signatures of the Secretary Treasurer and a designated manager within the finance department.

7. The signature on system-produced purchase orders shall carry the electronic signature of the Secretary Treasurer.