

## **Administrative Procedure 516**

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### **AUTHORIZED SIGNATURES**

#### **Background**

The Division believes in sound financial controls and only authorized personnel may sign on behalf of the Division.

#### **Procedures**

1. Cheques issued on behalf of the Division shall bear the signature of:
  - 1.1 The Superintendent, Associate Superintendent - Student Services, Associate Superintendent (Business and Financial Affairs) or Director of Business for salary cheques.
  - 1.2 The Associate Superintendent (Business and Financial Affairs) or Superintendent or Associate Superintendent (Human Resources) or Associate Superintendent (Student Services) and Director of Business or Payroll Officer or Personnel Officer for purchases.
2. Contracts entered into on behalf of the Division shall bear the signatures of:
  - 2.1 The Superintendent or designate for employment contracts,
  - 2.2 The Superintendent or Associate Superintendent (Business and Financial Affairs) or designates for corporate contracts,
  - 2.3 The Associate Superintendent (Business & Financial Affairs) or designate for contracts to purchase.
3. Grant applications requested on behalf of the Division shall bear the signatures of the Superintendent and/or the Associate Superintendent (Business & Financial Affairs) or designates.

Reference: Section 60, 61, School Act

*Revised November 20, 2008*  
*Revised December 16, 2011*