



AP 5 – 12 Authorized Signatures

Related Policies:	Initial Approval:
Related Procedures:	Last Amended:
Exhibits:	Last Reviewed: 2019 December 17

PURPOSE

To ensure that only authorized personnel issue cheques or enter into contracts on behalf of the Division.

SCOPE

This procedure applies to all staff.

DEFINITIONS

Contracts entered into on behalf of the Division - All contracts entered into on behalf of the Division, a school or department are deemed to be a contract with the Division and shall bear the signatures of one of the Board Chair or Board Vice Chair along with one of the signatures of the Superintendent or Corporate Secretary.

PROCEDURES

1. Cheques for purchases, issued on behalf of the Division shall bear the signatures of one of the Board Chair or the Board Vice Chair along with one of the signatures of the Superintendent or the Corporate Secretary.
2. Payroll cheques issued on behalf of the Division shall bear the signature of one of the Superintendent, Associate Superintendent People Services or the Corporate Secretary.
3. Individual staff contracts or letters of offer shall be signed by the Superintendent or the Associate Superintendent People Services.
4. The Associate Superintendent People Services shall maintain individual staff contracts and letters of offer in accordance with Administrative Procedure 1 – 01 Records and Information Management.

Contracts

5. No staff member, other than those positions designated in the definitions may enter into a contract on behalf of the Division.
6. The Corporate Secretary shall complete a risk assessment of all contracts or agreements for the purchase and/or contracting of services prior to the signing of the contract or agreement.
7. Contracts entered into on behalf of the Board shall bear the signatures of one of the Board Chair or Vice Chair along with one of the signatures of the Superintendent or the Corporate Secretary.
8. The Corporate Secretary shall maintain contracts in accordance with Administrative Procedure 1 – 01 Records and Information Management.

REFERENCE AND LINKS

Education Act

HISTORY

2015 Oct 9 Amended

