
515 Business Services AP – Authorized Signatures

1. The Superintendent shall sign individual contracts with teachers and all matters related to teacher certification. The Deputy Superintendent is authorized to sign contracts with teachers and matters related to teacher certification in emergent situations.
2. The Deputy Superintendent shall sign letters of employment for all staff.
3. Cheques drawn on the Division bank account require the signatures of the Board Chair and the Chief Financial Officer. The Chief Financial Officer shall review and sign each Accounts Payable cheque list, each list of Payroll disbursements (cheques and electronic funds transfers) and the monthly reconciliation of the general bank account.
4. Business contractual agreements, such as collective agreements, busing contracts and tuition agreements, require two signatures of the Board Chair, the Superintendent or the Chief Financial Officer.
5. Service agreements require the signatures of the Superintendent or the Chief Financial Officer.
6. Purchase orders require a signature of one of the following: Superintendent, Deputy Superintendent, Assistant Superintendent, Director of Enhanced Instruction, Principal, Transportation Supervisor, Maintenance Supervisor or Chief Financial Officer subject to applicable provincial legislation regarding purchasing/tendering.
7. Signing authority for purchase cards is the authorized holder of the purchase card.
8. Grant applications shall bear the signatures of the Superintendent, Deputy-Superintendent, Assistant Superintendent and/or Secretary-Treasurer, as required.