

Administrative Procedure 514

AUTHORIZED SIGNATURES

Background

Signing officers are designated for efficient and effective operation.

Procedures

The Division signing officers shall be:

1. Board Chair or Superintendent and the Secretary-Treasurer for corporate contracts.
2. Secretary-Treasurer and Assistant Secretary-Treasurer or, in the absence of one, the Superintendent or Deputy Superintendent for all accounts payable.
3. Superintendent or Deputy Superintendent for teachers, Division Office support staff, school based support staff, maintenance staff and transportation staff offers of employment.
4. Superintendent or Deputy Superintendent and Secretary-Treasurer for transportation, custodial and courier contracts.
5. Secretary-Treasurer and Director of Transportation for transportation agreements.
6. Secretary-Treasurer and Director of Maintenance for IMR contracts.
7. Board Chair and Secretary-Treasurer for Board minutes.
8. Committee Chair and designated executive member for records of committee meetings.

Reference: Education Act 33, 68, 222	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.