

## **POLICY DGA – Authorized Signatures**

**The Board requires sound financial and corporate controls and only authorized personnel may sign on behalf of the Board.**

### **PURPOSE:**

To define signing authorities.

### **GUIDELINES & PROCEDURES**

1. Contracts entered into and payments made on behalf of the Board shall bear the signatures of:
  - a) Superintendent or designate for contracts with teachers, educational assistants, school support staff and executive officers.
  - b) Board Chair/Vice Chair and Secretary-Treasurer/Superintendent for all contracts requiring the Corporate Seal (usually only required for land transfers).
  - c) Board Chair/Vice Chair and Secretary-Treasurer/Accountant for banking and financial transaction approvals.
  - d) Principal for contracts and payments (invoices) affecting only a school or students of a particular school to a maximum of \$10,000.00. Contracts and payments over this threshold to be signed/approved by Superintendent or designate or Secretary-Treasurer.
    - i) Principal and one other school staff (two signatures required) for school banking.
  - e) Department Head for contracts and payments (invoices) affecting only a specific Department to a maximum of \$100,000.00. Contracts and payments over this threshold to be signed/approved by Superintendent or designate or Secretary-Treasurer.
    - i) Department Head for Facilities and Maintenance to a maximum of \$300,000.00.
  - f) Superintendent to sign contracts or authorize payments to a maximum of \$250,000 if not included in the current operating and capital budget.
2. Alberta Education funding applications shall be signed by the Secretary-Treasurer, the Superintendent or Deputy Superintendent, or Assistant Superintendents.
3. In the event that there is a change in the Board Chair and/or Board Vice-Chair, a reasonable transition time for changing signing authorities may be required by Administration.

## **REFERENCES**

**Cross References:** links to

Policy GBCA – Conflict of Interest

Policy BC – Organization of the Board

**Legal Reference:** [\*Education Act\*](#) Section 53

**BM #:** 422-95; 64-05; 20110825.1004; 20150416.1004; 20170223.1015; 20190926.1008

**Next Review:** 2022/2023