

**SCHOOL DISTRICT NO. 51 (BOUNDARY)**

**P O L I C Y**

<b>SECTION</b>	<b>TITLE</b>	<b>NO. 2040</b>
<b>FINANCE/FACILITIES</b>	<b><u>Signing Authority – Cheques</u></b>	

**DATE ADOPTED:** March 14, 2000

**DATE AMENDED:** October 25, 2005

**DATE REVIEWED:** May 8, 2018

The signing officers for all cheques of School District No.51 (Boundary) shall consist of the following:

- a) Chairperson of the Board
- b) Superintendent of Schools
- c) Secretary-Treasurer
- e) Designated Accounts Payable Clerk
- f) All Trustees

Unless otherwise directed by the Board, authority for the signing of all cheques is given to the signing officers according to the following schedule:

- a. Cheques not exceeding \$7,500 require one of the following signatures:

**One of:** Superintendent of Schools, Secretary-Treasurer, or Designated Accounts Payable Clerk.

- b. Cheques exceeding \$7,500 require two of the following signatures:

**One of:** Superintendent of Schools, Secretary-Treasurer, or Designated Accounts Payable Clerk

**AND**

**One of:** Chairperson of the Board or a Trustee.

Electronic Payments or Transfers

The following payments can be made electronically or by transfer without signature or limit:

- a) Receiver General
- b) Teachers' Pension
- c) Municipal Pension
- d) Workers' Compensation Board
- e) Public Education Benefit Trust