

## **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) Standard Director Limit: The Directors/positions listed below may approve contracts and invoices affecting their specific departments up to a maximum of \$100,000:
    - Secretary-Treasurer
    - Deputy Superintendent
    - Assistant Superintendent(s)
    - Director of Human Resources and Labour Relations
    - Director of Transportation
    - IT Coordinator
    - Facilities Exception: The Director of Facilities and Maintenance has an approval limit of up to \$300,000.
    - High-Value approvals: Any contract or payment exceeding these individual thresholds must be approved by the Superintendent or designate.
    - General Staff: Any employee not explicitly listed above must obtain approval from their Director or Supervisor for all expenditures.

- f) Superintendent to sign contracts or authorize payments to a maximum of \$250,000.00 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:**

[Policy GBCA](#) – Conflict of Interest

[Policy BC](#) – Organization of the Board

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

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