

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Board Seal

Board Organization and Procedures 3 – III

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BOARD SEAL - III

POLICY STATEMENT

The official seal of the Protestant Separate School Board of the Town of Penetanguishene shall be located in the Board Office.

ADMINISTRATIVE REGULATIONS

The Official seal shall be used only on documents to be signed by the Officers of the Board or, if appropriate, by senior administrative officials of the Board.

OPERATING PROCEDURES

The Manager of Finance and Treasurer or his/her designate shall be responsible for affixing the Board seal to documents as needed.