

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

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION/CODE:**

**Signing Authorities**

**Board Organization and Procedures 3 – V**

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**APPROVAL DATE:**

**SUPERSEDES:**

**NUMBER OF PAGES:**

**REVIEW DATE:**

**January 11, 2016**

**March 14, 2012**

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**SIGNING AUTHORITIES – V**

**POLICY STATEMENT**

The Board authorizes the signing authorities listed in Table A and B of this policy. All conditions of the policy must be met in order for the signatures to be valid.

This policy must conform to both collective agreements and all existing Board policies.

1. Expense claims, petty cash, corporate credit card purchases and overtime reports cannot be validated by the individual incurring the expenses or overtime.
2. Designate signing authorities, unless specifically appointed, shall be as follows:
  - 2.1 The Board Vice-Chair is the designate signing authority for the Board Chair
  - 2.2 The Principal's Designate (Head Teacher) is the designate signing authority for the School Principal.
  - 2.3 The Supervisory Officer is the Designate Signing Authority for the Manager of Finance and Treasurer.
  - 2.4 The Manager of Finance and Treasurer is the Designate Signing Authority for the Supervisory Officer.
3. Board approval is required for any expense that exceeds the budget allocation.
4. Any request that is not covered under this existing policy must have Board approval.

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**FINANCIAL SIGNING AUTHORITIES – TABLE A**

Document	Number of Signatures required	Signature	Signature	Signature	Financial Limit	Board Approval Required
<b>Bank Accounts</b>	2	Board Chair Vice Chair		Manager of Finance and Treasurer (Manager of F & T)		No
<b>Contracts</b>						
Service	1	Board Chair	Vice-Chair	Manager of F & T	Per budget	No
Plant	1	Board Chair	Vice-Chair	Manager of F & T	Per budget	Yes
Transportation	1	Board Chair	Vice-Chair	Manager of F & T	Per budget	Yes
User Group Agree.	1	Manager of F & T	Supervisory Officer		N/A	No
<b>Expense Claims</b>						
Trustees	2	Board Chair	Manager of F & T	Supervisory Officer	Per policy	No
Board Staff	2	Supervisory Officer	Manager of F & T		Per policy	No
School Staff	2	School Principal	Supervisory Officer		Per policy	No
Plant	2	School Principal	Supervisory Officer		Per policy	No
<b>Ministry Reports</b>	1	Manager of F & T	Supervisory Officer		N/A	No
<b>Operating Loan</b>	2	Board Chair Vice-Chair		Manager of F & T	Per by-law	No
<b>Petty Cash</b>						
Board	2	Manager of F & T	Admin. Assistant	Principal's Designate	Per policy	No
School Office	2	School Principal	Admin. Assistant		Per policy	No
Plant	2	Principal	Custodian		Per policy	No
<b>Purchase Orders</b>	1	Manager of F & T	Supervisory Officer		Per budget	No
<b>Purchase Requisitions</b>						
Board	1	Manager of F & T	Supervisory Officer		Per budget	No
Plant	1	School Principal	Custodian		Per budget	No
School	1	School Principal	Principal's Designate			
<b>Safety Deposit Box</b>	2	Board Chair Vice-Chair		Manager of F & T	N/A	No

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**HUMAN RESOURCES MANAGEMENT SIGNING AUTHORITIES – TABLE B**

<i>Document</i>	<b>Number of Signatures Required</b>	<b>Signature</b>	<b>Signature</b>	<b>Signature</b>	<b>Financial Limit</b>	<b>Board Approval Required</b>
<b>Attendance</b>						
School	1	School Principal	Principal's Designate		N/A	No
Board	1	Manager of F & T	Supervisory Officer		N/A	No
Plant	1	School Principal	Principal's Designate		N/A	No
<b>Collective Agree.</b>	2	Board Chair	Local ETFO Reps	Supervisory Officer Manager of F & T	N/A	Yes
<b>Compassionate Leave Requests</b>						
School	2	School Principal	Supervisory Officer		No	No
Board	2	Supervisory Officer	Manager of F & T		No	No
Plant	2	School Principal	Supervisory Officer		No	No
<b>Discretionary Leave Request</b>						
School	2	School Principal	Supervisory Officer		Per budget	No
Board	2	Supervisory Officer	Manager of F & T		Per budget	No
Plant	2	School Principal	Supervisory Officer		Per budget	No
<b>Leaves of Absence</b>						
School	2	School Principal	Supervisory Officer		N/A	Yes
Board	2	Supervisory Officer	Manager of F & T		N/A	Yes
Plant	2	School Principal	Supervisory Officer		N/A	Yes
<b>Overtime</b>						
School	1	Principal	Principal's Designate		Per budget	No
Board	1	Board Chair	Supervisory Officer		Per budget	No
Plant	1	School Principal	Principal's Designate		Per budget	No
<b>Staff Appointments</b>	1	Supervisory Officer				Yes

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**HUMAN RESOURCES MANAGEMENT SIGNING AUTHORITIES – TABLE B (Continued)**

<i>Document</i>	<b>Number of Signatures Required</b>	<b>Signature</b>	<b>Signature</b>	<b>Signature</b>	<b>Financial Limit</b>	<b>Board Approval Required</b>
<b>Staff Development Requests</b>						
School	2	School Principal	Principal's Designate		Per budget	No
Board	2	Supervisory Officer	Manager of F & T		Per budget	No
Plant	2	School Principal	Principal's Designate		Per budget	No
<b>Supply Teacher Usage</b>	1	School Principal	Supervisory Officer		Per Budget	No
<b>Time Sheets for Plant/Admin. Staff</b>						
School	1	School Principal	Principal's Designate		N/A	No
Board	1	Manager of F & T	Supervisory Officer		N/A	No
Plant	1	School Principal	Principal's Designate	Supervisory Officer	N/A	No
<b>Vacation Requests</b>						
School	1	School Principal	Principal's Designate		N/A	No
Board	1	Manager of F & T	Supervisory Officer		N/A	No
Plant	1	School Principal	Principal's Designate		N/A	No