

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

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Signing Authorities

Board Organization and Procedures 3 – V

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

February 14, 2022

January 11, 2016

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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 Supervisory Officer is the designate signing authority for the Board Vice- Chair
 - 2.3 The Vice Principal's Designate is the designate signing authority for the School Principal regarding administrative documents.
 - 2.4 The Supervisory Officer is the designate signing authority for the Manager of Finance and Treasurer.
 - 2.5 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
Bank Accounts	2	Board Chair Vice-Chair	Supervisory Officer	Manager of Finance and Treasurer (Manager of F & T)		No
Contracts Service Transportation User Group Agree.	1 1 1	Board Chair Board Chair Manager of F & T	Vice-Chair Vice- Chair Supervisory Officer	Manager of F & T of F & T Manager of F & T	Per budget Per budget N/A	No Yes No
Expense Claims Trustees Board Staff School Staff	2 2 2	Board Chair Supervisory Officer School Principal	Manager of F & T Manager of F & T Supervisory Officer	Supervisory Officer	Per policy Per policy Per policy	No No No
Ministry Reports	1	Manager of F & T	Supervisory Officer		N/A	No
Operating Loan	2	Board Chair Vice-Chair		Manager of F & T	Per by-law	No
Petty Cash Board School Office	2 2 2	Manager of F & T School Principal	Board Admin. Asst. School Admin. Asst	Principal's Designate	Per policy Per policy Per	No No No
Purchase Orders	1	Manager of F & T	Supervisory Officer		Per budget	No
Purchase Requisitions Board School	1 1	Manager of F & T School Principal	Supervisory Officer Principal's Designate		Per budget Per budget	No No
Safety Deposit Box	2	Board Chair Vice-Chair		Manager of F & T	N/A	No

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HUMAN RESOURCES MANAGEMENT SIGNING AUTHORITIES – TABLE B

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

HUMAN RESOURCES MANAGEMENT SIGNING AUTHORITIES – TABLE B (Continued)

Document	Number of Signatures Required	Signature	Signature	Signature	Financial Limit	Board Approval Required
Staff Development Requests School Board	2 2	School Principal Supervisory Officer	Principal's Designate Manager of F & T		Per budget Per budget	No No

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Supply Teacher Usage	1	School Principal	Supervisory Officer		Per Budget	No
Time Sheets for Plant/Admin. Staff	1	School Principal	Principal's Designate		N/A	No
School Board	1	Manager of F & T	Supervisory Officer		N/A	No
Vacation Requests	1	School Principal	Chair	Vice- Chair	N/A	No
School Board	1	Manager of F & T	Principal's Designate		N/A	No
			Supervisory Officer			