

The Board believes in sound financial control, therefore, only authorized personnel may sign on behalf of the Board.

Authorized Signatures

1. Superintendent
 - 1.1 The Superintendent, or designate, shall be responsible for signing contractual documents and documents required by Alberta Education.

2. Secretary Treasurer
 - 2.1 The Secretary Treasurer, or in his/her absence, the Assistant Secretary Treasurer, is authorized as signing authority for all documents requiring a legal signature.
 - 2.2 Accounts payable and payroll cheques require the signatures of any two (2) of the following: Superintendent, Secretary Treasurer, Assistant Secretary Treasurer or Accountant.
 - 2.2.1 In the event that that two (2) of the authorized signing authorities are not available, one of the signatures be "electronically" signed using the financial system software.
 - 2.2.2 Upon return of a second authorized signing authority, the Accounts Payable staff will provide a copy of the Cheque Register Report and the Invoice Batch Report for review and authorization.
 - 2.2.3 The authorized Cheque Register Report and the Invoice Batch Report will be maintained for review and inspection by the External Auditor during the annual audit process.
 - 2.3 Accounts payable cheques for Alberta Distance Learning Centre (ADLC), operating as a subsidiary of Pembina Hills Public Schools, require two (2) signatures. One (1) signature will be that of either: Superintendent, Secretary Treasurer, Assistant Secretary Treasurer or Accountant. One (1) signature will be that of either: Secretary Treasurer or Assistant Secretary Treasurer of ADLC.
 - 2.4 All trustees may review the accounts payable cheques and contracts at their request. Accounts payable cheque and contract listings will be provided to the Board on a monthly basis.

3. Board Chair
 - 3.1 The Board Chair, or in his/her absence, the Vice-Chair is authorized to sign documents pertaining to contractual relationships, financial documents and documents required by Alberta Education.

Reference

- [AP 30-01 Cheque Signing Procedure](#)
- [AP 30-11 Contracts](#)