

## **Signing Authorities**

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.
  - 2.3 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](#)