

Cheque Signing Procedure

1. Under normal circumstances all cheques will be signed by two (2) of the authorized signing authorities.
2. Only in the unlikely event that two (2) of the authorized signing authorities are not available, one of the signatures be "electronically" signed using the financial system software.
3. 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.
4. 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.
5. This procedure will be reviewed on an annual basis to assess the frequency of electronic signature signing occurrences, to ensure they remain at an acceptable rate.