



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Board and Community

- **General**

Policy Code: B-1.4

Policy: SIGNING OFFICERS OF THE BOARD

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The Kawartha Pine Ridge District School Board (the “Board”) determines the signing officers for the Board and reaffirms them at organizational/inaugural Board meetings.

REGULATIONS

1. As officials of the Board, the Director of Education and the Superintendent of Business and Corporate Services shall have authority to sign documents on behalf of the Board in accordance with this policy and the administrative regulations.
2. The signing authorities for all banking and other business matters, such as signing contracts, legal papers, and undertakings approved by Kawartha Pine Ridge District School Board, shall be signed by:
 - 2.1 either the Chairperson or Vice-chairperson,
together with
 - 2.2 one of the Director of Education (Secretary) or the Superintendent of Business and Corporate Services (Treasurer).
3. The Superintendent of Business and Corporate Services (Treasurer) shall be authorized to endorse bills of exchange, cheques, drafts and orders for payment of money, for deposit to the credit of the Board and to adjust accounts with the bank, settle balances and receive all paid cheques and vouchers and any documents the said bank may have from time-to-time belonging to the Board and to sign the bank's form of settlement and release.
4. Signatures applied to cheques, and short-term instruments such as promissory notes or bankers' acceptance will be imprinted through the use of scanned signatures.

Established:	April 16, 1998	Revised/Reviewed:	June 18, 1998	February 25, 2020
			October 7, 1999	
			November 2004	
			March 30, 2006	
			March 31, 2010	
			October 23, 2014	