



XXXX: Signing Authority (AP)

Approved: 24 11 12

Amended: 25 04 08

PURPOSE

This Administrative Procedure establishes the positions authorized to sign on behalf of the Pacific Rim School District and their level of signing authority.

BACKGROUND

A file containing sample signatures of the individuals authorized to sign on behalf of the District is maintained in the office of the Secretary-Treasurer to ensure verification and compliance with signing regulations.

PROCEDURE

1. Corporate Seal

- 1.1 The authorized signing officers for execution of all legal documents requiring the Corporate Seal shall be the Board Chair, and the Secretary-Treasurer.
- 1.2 Should either the Board Chair or the Secretary Treasurer be incapacitated or unavailable, the authorized signing officers for execution of all legal documents requiring the Corporate Seal shall be the Board Vice-Chair, and the Superintendent.

2. Official Signatures for Legal Documents

- 2.1 Official signing officers for documents that legally bind the District include the Board Chair and the Secretary-Treasurer.
- 2.2 Should either the Board Chair or the Secretary Treasurer be incapacitated or unavailable, the official signing officers for documents that legally bind the District include the Board Vice-Chair, and the Superintendent.
- 2.23 Electronic Signatures: Electronic documents and signatures are valid under the BC Electronic Transaction Act. All electronic signatures are to be redacted when documents are posted online.

3. Agreements Requiring One Signature

- 3.1 Financial Commitment Agreements: Agreements involving a financial commitment require the signature of the Secretary-Treasurer or designate.



3.2 Non-Financial Agreements: For agreements without financial commitment, the Superintendent, Secretary-Treasurer, Assistant Superintendent, or designate may sign on behalf of the District.

3.3 Major Agreements: Agreements for construction exceeding \$1,000,000 or involving property transactions require the approval of both the Secretary-Treasurer and the Superintendent.

3.4 Labour Agreements: Labour-related agreements, including collective agreements, require the signature of the Board Chair and the Secretary Treasurer or designate.

4. Agreements Requiring a Bylaw

4.1 Projects mandated by the Ministry, such as capital projects or environmental initiatives (e.g., the Carbon Neutral Program), must be approved through a bylaw by the Board Chair and the Secretary Treasurer.

5. Financial Authority for Cheques and Transfers

5.1 Cheques: System-generated cheques bear the facsimile signatures of the Secretary-Treasurer and the Board Chair.

5.2 Bank Transfers: Manually signed bank transfers may be authorized by the Secretary-Treasurer or Controller.

5.3 Electronic Funds Transfers: Electronic funds transfers are authorized by the Secretary Treasurer or the Controller.

6. Purchase order process

6.1 For purchases over \$1,000, the department head must first identify the need and obtain at least one formal quote for the required item(s) or service(s). The department head reviews and approves the quote, ensuring it meets departmental requirements and aligns with the budget. Once approved, the quote, along with any supporting documentation and a justification for the purchase, is forwarded to clerical staff to prepare the purchase order.

The completed PO is then reviewed by either the Controller or Secretary Treasurer to confirm compliance with financial procedures and budget availability. Once the PO is approved, it is signed and issued to the vendor. The Finance department sends the approved PO to the vendor and maintains a record of it within the organization's financial system, along with all related documentation for auditing and tracking purposes.



7. Rental, Lease Agreements, and Contracts for Service

7.1 The Secretary-Treasurer or designate must sign all rental or lease agreements, as well as contracts for services.

8. Financial Reporting on Contracts or Agreements

8.1 Financial reports required by agreements with funding parties may be signed by the Secretary-Treasurer or designate.

9. Taxation and Remittance Reporting

9.1 Authorized positions for taxation and remittance reporting include:

- Payroll Clerks
- Payroll/Accountant
- Senior Accounts Clerk
- Controller
- Secretary-Treasurer

10. Insurance Claims and Policy Renewals

10.1 The Secretary-Treasurer or designate signs insurance claims and policy renewals. The Director of Operations is authorized for fleet insurance certificates.

11. Legal Representation and Contractual Matters

11.1 Engaging Legal Services: Senior management and budget-authorized exempt staff require approval from the Superintendent or Secretary-Treasurer before engaging legal representation.

11.2 Contractual Authority: No employee may enter into an agreement obligating the District without appropriate authorization. Employees are expected to understand and comply with District policies and signing authorities.

RESOURCES AND REFERENCES

Sections 22, 23, of the *School Act*

Section 11 (1) *Electronic Transactions Act*

Surrey School District Policy 2300 – School District Signing Authority

Langley Schools Administrative Procedure 514 – Signing Authority

School District 8 Kootenay Lake Administrative Procedure 615.1 Signing Authority

Pacific Rim School District XXXX: Secretary Treasurer (AP)