

DHA: BOARD SIGNING AUTHORITY

General Authority

Contracts, documents or any instrument in writing requiring execution on behalf of the Eastern School District will be signed by the Chairperson of the Board and one other member of the Executive Committee, except as provided hereunder; and all such contracts, documents and instruments will be binding upon the Eastern School District without further authorization or formality.

Definition

The term “contracts, documents or any instrument in writing” as used herein will include deeds, mortgages, hypothecs, charges, conveyances, transfers or assignment of real or personal property, immovable or movable, agreements, leases, releases or discharges for payment of money or other obligations, debentures, by-laws or other securities and all paper writing intended to be binding upon the Board.

Seal

The seal of the Board when required will be affixed to contracts, documents and instruments in writing, signed as aforesaid. The seal of the Board will be the responsibility of the Assistant Director of Education (Finance & Administration) and it can be applied by the Assistant Director based on the approved policies of the Board.

Delegation of Specific Spending/ Signing Authority

Notwithstanding the generality of the foregoing, the following specific spending and/or signing authority is granted:

a. Cheque Signing and Banking Transaction Authority

All cheques issued and banking transactions on the Board’s accounts will be signed by both the Director of Education and the Assistant Director of Education for Finance and Administration.

The district uses electronic signatures for signing of cheques and such signatures are embedded in the financial software. The custody, safeguarding and

authorization for use of these signatures is the joint responsibility of the district Comptroller and the district Accountant. An alternate senior official may be designated as need requires by the Director of Education and the Assistant Director of Education for Finance and Administration. Individuals identified as custodians or to authorize the use of signatures will not be permitted to authorize board purchases. Changes in the custodians of these signatures shall require a change of password. The custodians of the signatures shall ensure compliance with the *Board Liability* provisions of this policy as a condition of use of these signatures.

b. Banking Transaction Authority

The Director of Education and the Assistant Director of Education for Finance and Administration shall from time to time authorize and approve persons to effect banking transactions.

c. Electronic Transfers

From time to time funds may be transferred out of the Board's bank accounts for such things as direct deposit of employees' payroll, pre-authorized cheques, or account adjustments between bank accounts of the Eastern School District. Such transfers will be made under the authorization of both the district Comptroller and the district Accountant. The transfer of funds between accounts must be in accordance with the *Board Liability* provisions of this policy.

d. Mechanical and facsimile signatures

Each official of the Board authorized to sign cheques on behalf of the Board is hereby authorized to make use of a mechanical or other device for the purpose of affixing to such cheques a facsimile of his/her signature instead of signing such cheques manually.

The bankers of the Board are authorized and directed to honor, pay and charge to the accounts of the Board all instruments purporting to be cheques issued by the Board and which are signed or bear facsimile or facsimiles of the signature or signatures of a person or persons having authority to sign cheques on behalf of the Board, each of which instruments will be binding on the Board whether it has been manually signed by such person or persons or signed using a facsimile or facsimiles or by electronic means.

c. Copy of Policy

A bank in which an account of the Board is kept, will be furnished with a copy of this policy certified by the Chairperson under the Board's seal and from time to time with specimens of facsimiles of the signatures of persons having authority to sign cheques and conduct banking transactions on behalf of the Board.

Routine operating documents

The Assistant Director of Education for Finance & Administration shall approve and sign, on behalf of the Board, all routine documents for operating and/ or maintenance purposes. Documents of this type will include maintenance operating agreements, and all equipment leases (both operating and capital). Leases for aggregate amounts in excess of \$150,000 shall also require the signature of the Director of Education.

Deeds and Other Non-Operating Documents

All deeds and other similar documents shall be signed by both the Chairperson of the Board together with one other member of the Executive Committee of the Board. Documents of this type include deeds, conveyances, mortgages, and other documents for the transfer or assignment of real and personal property, major long-term contracts or agreements including debentures.

Purchasing Authority

All purchasing shall be carried out in accordance with the Public Tender Act and Regulations as amended from time to time. The Assistant Director of Education for Finance and Administration is authorized to issue procedures governing purchasing authority within the confines of the Public Tender Act and Regulations, and budget limitations. This may include the further delegation of purchasing authority to other staff.

Board Liability

The Board assumes no liability for any contract, agreement, or document in writing purporting to be issued in the name of the Board where such is not signed in accordance with this policy.

The limits below do not include normal and bulk recurring payments or statutory payments including payroll deductions.

The upper limits for any financial commitment of the Board within the respective area of responsibility and within approved budget amounts and in accordance with tendering policy and procedures are:

- Over \$150,000	- prior approval of the Board and executed by both the Director of Education and the Assistant Director of Education for Finance and Administration;
- \$50,001 up to and including \$150,000	- the Assistant Director of Education for Finance and Administration and the Manager of Administrative Services;
- \$10,001 up to and including \$50,000	- Both the Assistant Director of Education for Finance & Administration or the Manager of Administrative Services.
- Up to and including \$10,000	- Authority may be provided to other individuals for specific limits by the Assistant Director of Education for Finance and Administration.

The Director of Education is authorized to prepare and sign extracts from the Board Minutes for any required legal or other purposes, certified under the seal of the Board, or any other document specifying the Director of Education as one of the Signatories.

The Assistant Director of Education for Finance & Administration or his designated representative is authorized to issue purchase orders for all goods and services for which funds have been authorized by the Board, in accordance with this policy where required.

Real Estate Transactions

Any contract or agreement involving the real property of the Board such as land sales, transfers, leases, acquisitions, options, or easements will only be executed by proper signing officers as designated under *General Authority*, above.

Transportation

Authority is given to the Assistant Director of Education for Finance & Administration or his designated representative to execute contracts for pupil transportation services that have received formal approval of the Department of Education