

**MEDICINE HAT SCHOOL DISTRICT NO. 76**

**SIGNING AUTHORITY**

**BACKGROUND**

The Board of Trustees are responsible and accountable to the provincial government for the management and administration of its resources.

**POLICY**

The Board expects that, as an aspect of prudent financial management, sound financial controls will be in place. Only authorized individuals shall have signing authority on behalf of the Board.

**GUIDELINES**

1. Signing authority may be delegated for specified District administrative duties.
2. Expenditures and charges against District budget accounts and other administered funds shall only be accepted when the designated signing authority has approved the originating document.

**Approved & Adopted:  
September 7, 2004**

**Reviewed:  
December 5, 2016**

**REFERENCE**

[Procedure 401 P 001: Delegation of Signing Authority](#)