

**POLICY #2300**  
**SCHOOL DISTRICT SIGNING AUTHORITY**

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**1. COPORATE SEAL**

The authorized signing officers for execution of all legal documents requiring the corporate seal shall be:

The chairperson or vice-chairperson of the board, together with the secretary-treasurer or the assistant secretary-treasurer.

**2. OFFICIAL SIGNATURES**

The official signing officers of the Surrey Board of Education, for the purpose of executing documents that commit the board to legal contractual obligations, ratified collective agreements, personal contracts of employment, or major construction contracts, shall be the chairperson and the secretary-treasurer. Where necessary, and in cases where the chairperson and/or the secretary-treasurer are/is absent, or unable to sign, the vice-chairperson and the assistant secretary-treasurer, may act in their stead in executing documents.

**3. AGREEMENTS REQUIRING ONE SIGNATURE**

Some agreements require only the signature of one authorized board official to bind the board. Examples include offers to purchase or sales of property, new insurance policies and leases. Where a financial commitment is involved in such agreements, the secretary-treasurer, or in his/her absence, the assistant secretary-treasurer is authorized to sign on behalf of the board. Where there is not a financial commitment inherent in the agreement, the superintendent, the secretary-treasurer, the deputy superintendent or assistant secretary-treasurer is authorized to sign on behalf of the board.

Equipment maintenance agreements require only the signature of the authorized department head approved in regulations to bind the board, as well as, the financial commitment confirmed through the issuance of a purchase order.

Labour agreements involving negotiating collective agreements, letters of understanding, memorandums of agreement, staff secondment agreements, grievance settlements, require the signature of either the Deputy Superintendent, Executive Director, Human Resources, or Director, Labour Relations to bind the board to the terms of the agreement.

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Offers of employment to staff on personal employment contracts will be made by the superintendent, secretary-treasurer or the deputy superintendent depending on the position's supervisor. Exempt staff position offers under board [Policy #7610 – District Administrative Staff Salaries & Benefits](#) may be presented by the executive director, human resources, or a designate, after approval of two members of executive committee.

**4. CHEQUES AND FINANCIAL INSTITUTIONS TRANSFERS**

The signature on system produced cheques shall carry the facsimile signatures of the secretary-treasurer and the associate director, Fiscal Management Services.

Authorization to negotiate financial instruments for deposit with or transfer to the school district's financial institution, to settle financial transactions, to receive financial documentation and to receive financial instruments is provided to any one of the associate director, Fiscal Management Services; assistant secretary-treasurer; or secretary-treasurer.

Cheques signed manually shall carry the signatures of any two of the secretary-treasurer; assistant secretary-treasurer; or associate director, Fiscal Management Services.

Manually signed bank transfers between board financial institution accounts may be authorized by the secretary-treasurer; assistant secretary-treasurer; or associate director, Fiscal Management Services.

Electronic fund transfers preauthorized by the district's signing authorities and the primary financial institution out of the board's bank accounts are internally controlled by management of the Finance and Payroll Departments for such things as direct deposit of employees' payroll, electronic payment of accounts payable, pre-authorized cheques, or account adjustments between bank accounts of the school district.

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**5. PURCHASE ORDERS**

Purchase orders are legal documents which commit the board to business transactions. The following personnel are authorized to sign Purchase Orders on behalf of the board to limits as set in regulation:

- Buyers
- Assistant Manager, Purchasing
- Manager, Purchasing
- Assistant Secretary-Treasurer
- Secretary-Treasurer

The signature on system-produced purchase orders shall carry the facsimile signature of the manager, Purchasing or his/her designate. The signed purchase order represents a confirmation by the signatory that all required approvals have been obtained and are affixed to the purchase requisition. Purchase requisitions are the source document for purchase orders and are filed and maintained by the purchasing department for internal and external audit purposes.

**6. FORMAL PRICE REQUESTS**

Requests for Proposals, Requests for Information, Requests for Quotations, Tender Calls, and similar formal procurement price request documents will be signed by the originating department head and will be signed on behalf of the board by one of the following: manager, Purchasing; assistant secretary-treasurer, or secretary-treasurer up to the limits set by regulation.

**7. FINANCIAL REPORTS ON CONTRACTS OR AGREEMENTS**

Financial reports required by official contracts or agreements between the board and other parties through which funding has been received may be signed by any of the following: associate director, Fiscal Management Services; assistant secretary-treasurer, or secretary-treasurer.

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**8. TAXATION & REMITTANCE REPORTING**

Reports required by taxation authorities and reports on remittance of funds may be signed on behalf of the school district by:

Payroll:

Manager  
Senior Manager  
Fiscal Management Services:  
Assistant Manager Senior Manager  
Associate Director  
Assistant Secretary-Treasurer  
Secretary-Treasurer

**9. INSURANCE CLAIMS & POLICY RENEWALS**

The director, Risk Management and Audit Services; assistant secretary-treasurer; or secretary-treasurer are authorized to sign insurance claims and policy renewals on behalf of the board.

**10. FLEET INSURANCE CERTIFICATE**

In addition to the board's official signatories under Item 9, the manager, Transportation Services, is authorized to sign the vehicular insurance certificates for fleet insurance purposes.

**11. LEGAL REPRESENTATION**

Engagement of legal representation and arbitrators, requires the approval of the superintendent or secretary-treasurer, when the costs exceed the limit set in regulation.

*Revised:* 2012-06-21  
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1997-07-08  
*Adopted:* 1990-11-22

*XRef:* [Policy 7610](#)