



Cheque Signing

Policy

Two signatures of designated signing officers are required for items approved in the Chinook Arch Regional Library System Board Budget. The persons holding the following positions are designated signing officers: the Board Chair, the Board Treasurer, and the System Chief Executive Officer or the System's Associate Director. To ensure prompt payment of invoices, one other Executive officer who resides in or near Lethbridge will have signing authority if none of the three designated officers are from Lethbridge or nearby Lethbridge.

A stamp representing the signature of the Chair may be used on cheques under \$3,000.00. Cheques for more than \$3,000.00 must be reviewed and signed by two signers, with the exception of cheques for:

- a. Revenue Canada
- b. Employment Benefit Plans
- c. Publishers or Wholesale Suppliers of library materials
- d. Utilities and phone bills

The second signer, usually the Chief Executive Officer or the Associate Director, applies the stamp. The Chief Executive Officer or the Associate Director is responsible for all use made of the stamp.

Last Reviewed:	7 April 2016
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Last Revised:	7 April 2016
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