
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code:	DGA
Policy Title:	Authorized Signatures
Cross Reference:	
Legal Reference:	<i>Education Act</i>
Adoption Date:	November 27, 1996
Amendment or Re:	Sept. 18/03, Jan. 11/07
Affirmation Date:	Apr. 19, 2011, June 16, 2015

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION REQUIRES SIGNATURES FOR CHEQUES DRAWN ON HORIZON SCHOOL DIVISION BANK ACCOUNTS.

REGULATIONS

1. Signatures for cheques drawn shall be any two of the following division personnel.
 - 1.1. Superintendent of Schools
 - 1.2. Associate Superintendent of Finance and Operations
 - 1.3. Associate Superintendent of Programs, and Human Services
 - 1.4. Associate Superintendent of Learner Services
 - 1.5. Payroll/Personnel Coordinator
 - 1.6. Or any other person who may be authorized by the Board from time to time.
2. Transactions in Horizon School Division bank accounts that are required to be made on-line or at the bank shall require the signature of any one of the following division personnel:
 - 2.1. Superintendent of Schools
 - 2.2. Associate Superintendent of Finance and Operations
 - 2.3. Finance Director
3. Documents kept at the division office as a result of on-line or at bank transactions shall be verified and signed by any one of the two remaining employees from 2 above, upon completion of the transaction.