
Purpose/Background

The Division acknowledges its obligation to fulfill contracts or provide payment for those agreements into which it enters. The Board has delegated its signing authority to individuals holding designated positions in the Division. The Division will fulfill its obligations for those agreements entered into on its behalf by its designated signing authorities.

Procedures

1. The Associate Superintendent of Business and Operations or the Director of Finance and the Chair or the Vice-Chair are authorized for, and in the name of, The Board of Trustees of Rocky View Schools to draw, endorse, accept, sign and make all or any bills of exchange, cheques, and orders for payment of money.
2. These officers may, on behalf of The Board of Trustees of Rocky View Schools, draw drafts, endorse all or any bills of exchange, promissory notes, orders for the payment of money and other instruments whether negotiable or not for deposit or collection for its credit.
3. The Associate Superintendent of Business and Operations may arrange, settle, and certify all books and accounts and sign receipts for vouchers.
4. Collective agreements with staff groups shall be signed by the Board Chair and either the Superintendent or the Associate Superintendent of Business and Operations.
5. Employment contracts for staff shall be signed by the Superintendent or the Associate Superintendent of Human Resources, with the exception of the employment contract for the Superintendent, which shall be signed by the Board Chair and the Associate Superintendent of Business and Operations.

Reference:

- School Act Sections 60, 61, 65, 113, 116, and 117