

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 Chief Executive Officer (CEO) OR
- another member of senior management as designated by the CEO
AND
- the Board Chair OR
- the Board Treasurer OR
- as necessary, one other Executive Officer of the Board who resides in or near Lethbridge

Designated signing officers may use a secure digital signing service to sign documents.

A stamp representing the signature of the Board Chair may be used on cheques or Electronic Fund Transfers (EFTs) under \$3,000.00. Payments of 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 CEO or designate, applies the stamp. The CEO is responsible for all use made of the stamp.

Last Reviewed:	1 December 2022
Last Revised:	1 December 2022