



# Cheque Signing

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## 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 other member of senior management as designated by the CEO  
AND
- the Board Chair or the Board Treasurer

To ensure prompt payment of invoices, one other Executive officer of the Board who resides in or near Lethbridge will have signing authority if neither of the two other designated Board officers are from Lethbridge or nearby Lethbridge.

A stamp representing the signature of the Board 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 CEO or designate, applies the stamp. The CEO is responsible for all use made of the stamp.

<b>Last Reviewed:</b>	<b>6 April 2017</b>
<b>Last Revised:</b>	<b>6 April 2017</b>