

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION  
POLICY and PROCEDURES**

<b>Number – Title</b>	<b>Effective Date</b>	<b>Revision Date</b>	<b>No. of Pages</b>
<b>NO. 304 SIGNING AUTHORITY &amp; SPENDING CONTROLS</b>	<b>03/21/2006</b>	<b>10/02/2012 10/07/2014</b>	<b>Page 1 of 2</b>

**It is the policy of the Tri-County Regional Centre for Education to designate signing officers for the Tri-County Regional Centre for Education and establish a framework to ensure control over purchases, contracts, and spending. The Tri-County Regional Centre for Education shall accept no responsibility for any contract or expenditures made in its name, which is not authorized under this policy or relevant procedures.**

**PROCEDURES** under Policy 304

**1.0 AUTHORIZATION**

1.1 The following list indicates those transactions and documents requiring one of the Chair or Vice Chair’s approval (signature).

<b>Transaction or Document</b>	<b>Chair or Vice Chair</b>	<b>And</b>	<b>Regional Executive Director of Education, Director of Finance or Designate</b>
Cheques	<b>One of Two</b>	+	<b>One of Two</b>
Banking Documents	<b>One of Two</b>	+	<b>One of Two</b>
Loans and Financing Documents	<b>One of Two</b>	+	<b>One of Two</b>
Real Estate Transactions (purchase, sale, lease) beyond one year and \$10,000 annually	<b>One of Two</b>	+	<b>One of Two</b>
Tri-County Regional Centre for Education Member Expense Claims	<b>One of Two</b>	N/A	<b>N/A</b>
Regional Executive Director of Education Expense Claims	<b>One of Two</b>	N/A	<b>N/A</b>

**2.0 PROCESS FOR APPROVING TRANSACTIONS AND DOCUMENTS**

2.1 The following list of transactions and documents require approvals by the authorized staff member(s) as indicated.

2.2 Budget Managers include the Regional Executive Director of Education and Directors as well as those specific staff members designated by the Regional Executive Director of



## **PROCEDURES under Policy 304 Con't**

Education or Directors. Budget managers have authority and responsibility for specific cost centres in the budget.

2.3 The Regional Executive Director of Education and Directors may temporarily delegate their signing authority or that of a budget manager or staff member to another appropriate staff member if done in writing and for a specified period of time. This documentation is to be kept on file by the department for Auditors or Finance staff inspection.

2.4 Policy 300 specifies policy and procedures related to procurement activities. Reference should be made to Policy 300 when authorizing procurement transactions.

<b>Transaction</b>	<b># Required to Sign</b>	<b>Regional Executive Director of Education</b>	<b>Director of Finance Or Designate</b>	<b>Coordinator of Financial Services</b>	<b>Budget Manager of Cost Centre</b>	<b>Supervisor of Staff</b>
Purchase Requisitions	<b>1</b>	<b>X</b>	<b>X</b>		<b>X</b>	
Purchase Orders (as per limits in Procurement Policy)	<b>1</b>	<b>X</b>	<b>X</b>		<b>X</b>	
Vendor Invoices	<b>1</b>	<b>X</b>	<b>X</b>		<b>X</b>	
Time Reports	<b>1</b>	<b>X</b>	<b>X</b>			<b>X</b>
Expense Claims	<b>1</b>	<b>X</b>	<b>X</b>			<b>X</b>
Credit Card Receipts	<b>1</b>	<b>X</b>	<b>X</b>		<b>X</b>	
Trust Fund Banking Documents	<b>2</b>	<b>X</b>	<b>X</b>			
Trust Fund Cheques	<b>2</b>	<b>X</b>	<b>X</b>			



Donation Receipts	1	X	X	X		
Defined Benefit Pension Plan Vendor Invoices	1	X	X			
Journal Entries to General Ledger	1		X	X		
All Other Transactions	1	X	X			

**PROCEDURES** under Policy 304 Con't