

TRI-COUNTY REGIONAL CENTRE FOR EDUCATION POLICY and PROCEDURES

Number – Title	Effective Date	Revision Date	Pages
NO. 304 SIGNING AUTHORITY & SPENDING CONTROLS	03/21/2006	10/02/2012 10/07/2014	3

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).

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

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 Cont'd**

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.

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



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 Cont'd
