## **BUSINESS PROCEDURES**



Sland Catholic Schools

Authorized Signatures

702

Rationale

he efficient conduct of the local school business is supported by the designation of signing authorities for banking purposes

Policy

nly those persons authorized by the ishop of Victoria can sign cheques on behalf of the school

## Regulation

he signature of of the following are required on all bank related documents of ocal chool cheques for any amount under

- A rincipal
- •A Vice rincipal
- A uperintendent of chools

he signature of of the following are required on all bank related documents of ocal chool cheques for any amount under

- A ishop of Victoria
- A uperintendent of chools
- A hancellor
- •A inancial dministrator

his excludes the signing of loan agreements which is the responsibility of the ishop of Victoria

ames of signatories must be submitted to the uperintendent of chools once they are designated but no later than eptember <sup>th</sup>

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