

## Authorized Signatures

The Board of Education will designate authorized signing officers for the signing of legal and/or official documents.

The authorized signing officers for banking for the Board of Education of Mission Public Schools (SD #75) shall be any two of the following signatures:

- Superintendent
- Secretary-Treasurer
- Assistant Secretary-Treasurer
- Executive Assistant
- Associate Superintendent, Human Resources
- Deputy Superintendent
- Directors of Instruction

Ministry of Education forms shall be signed by the senior executive staff member responsible for the related program and other staff as required by the Ministry.

All legal documents relating to the sale or disposal of real property shall be signed by the Secretary-Treasurer.

Other contracts that have financial implications shall be signed by the Secretary-Treasurer and the senior executive staff member responsible for the related program.

**Date Adopted: November 1999**

**Revised: October 2009**