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|  Commission scolaire English-Montréal English Montreal School Board | | |
| POLICY: | SIGNING OFFICERS RE CHEQUE DISBURSEMENTS AND BANKING LOANS | CODE: FS-3 |
| Origin: | Financial Services | |
| Authority: | Resolution # E84-06-27-6 | |
| Reference(s): | | |

POLICY STATEMENT

In order to cover all aspects of the Board's day-to-day financial operation, the following individuals shall be designated as the Board's signing officers:

1. For cheques under \$10,000 processed *mechanically*:
 - a. Director General
 - b. Director of Financial Services

2. For cheques over \$10,000 - to be *signed manually* by *two* (2) of the following officials:

Officers

Director General **OR**
 Deputy Director General **OR**
 Secretary General

Director of Financial Services **OR**
 Assistant Director of Financial Services

Commissioners

Chairman of the Board **OR**
 Vice-Chairman of the Board

3. For short-term bank notes – to be signed by two (2) of the following officials, one from each category

Officers

Director General
 Director of Financial Services
 Secretary General

Commissioners

Chairman of the Board
 Vice-Chairman of the Board
 Chairman of Finance and Legislation Committee
 Chairman of Executive Committee