



Prairie Rose School Division

Developing lifelong learners for responsible global citizenship

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## AP #601 - Authorized Signatures

Finance

*Procedure Manual*

Policy Ref:

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The Secretary-Treasurer/CFO of PRSD shall disburse those funds authorized by the Board only by cheques signed by the Secretary-Treasurer/CFO and countersigned by the Chair, the Vice-chair, or some other member of the Board appointed for that purpose. In case of prolonged absence by the Secretary-Treasurer/CFO, the Board may appoint the Superintendent/CEO as alternate signing officer.

Certain legal documents requiring it shall also be impressed with the corporate seal of the Division.