



CHEQUE SIGNING POLICY

Applicability: Corporate Services

Effective Date: September 10, 2014

PURPOSE:

To establish a policy for cheque signing authority.

POLICY:

1. All cheques **\$20,000** and under shall be signed by either the Treasurer or Deputy Treasurer, and the Administrator, which may be produced by mechanical means.
2. All cheques exceeding **\$20,000** shall be signed by either the Chairperson of the Board, the Vice-Chairperson of the Board, the Administrator, or Deputy Administrator and the Treasurer or Deputy Treasurer.
3. The Administrator or Deputy Administrator are authorized to counter-sign cheques signed by the Chairperson of the Board, or the Vice-Chairperson of the Board in the absence of the Treasurer, and Deputy Treasurer.

Approved by:	CVRD Board
Approval date:	July 24, 1991
Amended:	July 23, 1997
	January 28, 1998
	October 13, 1999
	December 8, 2004
	November 12, 2008
	September 10, 2014

CVRD Cheque Signing Policy