

## CHEQUE SIGNING POLICY

Applicability: Corporate Services

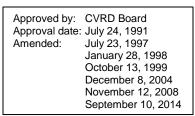
Effective Date: September 10, 2014

## 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.



CVRD Cheque Signing Policy