

## Ingersoll Support Services Inc.

<b>Policy: Signing Officers</b>	<b>Policy #A 1</b> <b>Section: Administration</b>
<b>Reviewed and Effective:</b> March 22 2019 <b>Revision Date:</b> April 1 2018 <b>Date of Origin:</b> March 19 2009	<b>Ministry requirement -</b>
<i>To ensure sound financial accountability and internal control, cheques written on any business bank accounts held by the organization require two signatures by authorized signing authorities. The signing officers of Ingersoll Support Services will be the authorized members of the Board and the Executive Director and/or designate.</i>	

### **Procedure:**

1. Two signatures by authorized signing authorities of the organization are required on all cheques. A signing officer will initial all invoices or other source documents constituting pre-approval for purchases and payments for work done.
2. Fiscal management of operations and staff expenses are maintained by pre-authorized expenses, acquisitions and staffing expense.
3. All authorized signing officers are approved by the Board of Directors and their signatures are filed with the bank or trust company.
4. Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of the Executive Director, President, Vice-President or Secretary/Treasurer. All such contracts, documents or other instruments in writing so signed, shall be binding on the Board and Ingersoll Support Services, without any further authorization or formality.