

Ingersoll Support Services Inc.

Policy: Signing Officers

Approved by the Board of Directors: *March 19 2009*
Procedure Revision: *May 2012*
Review Date: September 26 2017

Policy # A 1

Section: Administration

Ministry requirement - no

The signing officers of Ingersoll Support Services will be the authorized members of the Board and the Executive Director or designate.

Procedure:

1. Two authorized members of the Board of Directors, or an authorized member of the Board and the Executive Director or designate will sign all cheques. A signing officer will initial all payments 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. Authorized signatures for the signing or legal documents such as Ministry budgets, will be the President or designate Board member and if required, the Executive Director.