

School District #62 (Sooke)

CHEQUE SIGNING	No.: F-202
	Effective: Sept. 26/17 Revised: Aug. 27/21 Reviewed: June 19/17; June 27/17

ADMINISTRATIVE REGULATIONS

1. All operating fund account cheques and Electronic Fund Transfers (EFT's) with a face value of less than \$10,000 will be mechanically signed with the signatures of the:

Chairperson of the Board
Secretary-Treasurer

2. All operating fund cheques and EFT's to each vendor or individual over \$10,000 will be mechanically signed but will be reviewed and approved by two signing authorities.

Any two of the following are authorized to sign for operating cheques over \$10,000:

Chairperson of the Board
Superintendent of Schools
Secretary-Treasurer
Assistant Secretary-Treasurer