

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 400 – Business Administration  
**POLICY 402: SIGNING AUTHORITY**

**BACKGROUND**

The Board of Trustees are responsible and accountable to the provincial government for the management and administration of its resources.

**POLICY**

The Board expects that, as an aspect of prudent financial management, sound financial controls will be in place. Only authorized individuals shall have signing authority on behalf of the Board.

**GUIDELINES**

1. Signing authority may be delegated for specified Medicine Hat Public School Division (MHPSD) administrative duties.
2. Expenditures and charges against MHPSD budget accounts and other administered funds shall only be accepted when the designated signing authority has approved the originating document.

**ADMINISTRATIVE PROCEDURE**

[402 AP 001 – Delegation of Signing Authority](#)

**Approved:** September 7, 2004

**Revised:** December 5, 2016