



Authorized Signatures Listing

Approved: 2024.11.27 (2024.10.23) (2013.09.18) (2011.04.20)

Amended: 2024.11.27 (2024.10.07) (2012.08.15)

Reviewed: 2024.10.23

Generally, signatories will be assigned as per the following:

1. Signing authority for purchases that are a part of the budgeted allocation for the current school year is assigned to the person in charge of that budget area within their purchasing authority.
2. Purchases that extend beyond the budgeted allocation for the current school year must have approval of the Superintendent or Secretary Treasurer.
3. Signing authority for goods or services contracts that are a part of the budgeted allocation for the current school year are to be signed by the Superintendent or Secretary Treasurer.
4. Signing authority for individual employment contracts are the Superintendent or Assistant Superintendent of Human Resources.
5. Contracts for goods and services that extend beyond the current school year must have approval of the Superintendent or Secretary Treasurer.
6. Purchases for goods and services less than \$25,000.00 that do not require a contract and are a part of the budgeted allocation for the current school year is assigned to the person in charge of that budget area.
7. Agreements for goods and services that extend beyond the current school year must have approval of the Superintendent or Secretary Treasurer.
8. If the signatory on the attached schedule is not available, the signature of their immediate supervisor is permissible. Notification will be provided to the individual who was the signatory that the document was signed on their behalf.
9. The Secretary Treasurer will sign all documents requiring the Corporate Seal.
10. The Board has the right to review any document that was signed on their behalf.

BTPS Signing Authority Table

Day to Day Operations	
Department	Signatory
Inclusive Learning	Director of Inclusive Learning
Early Learning	Director of Inclusive Learning
Learning Services	Assistant Superintendent – Learning Services
Technology	Director of Technology
Maintenance	Director of Facilities
Transportation	Director of Transportation
Student Information Systems (SIS)	Director of Technology
Board Governance	Secretary Treasurer
Board Projects	Superintendent



Strategic Initiatives	Superintendent
Shared Services (Human Resources, Wellness)	Assistant Superintendent – Human Resources
Shared Services (Other)	Secretary Treasurer
Occupation Health and Safety (OHS)	Occupational Health and Safety Coordinator
Assessment Services	Director of Inclusive Learning
Supplies and Postage	Secretary Treasurer/ Assistant Treasurer
Human Resources Advertising	Assistant Superintendent – Human Resources
Equipment Purchasing	Secretary Treasurer
Equipment Costs	Secretary Treasurer/ Assistant Treasurer
Legal	Individual Employment Contracts: Superintendent/ Assistant Superintendent – Human Resources Other Legal: Secretary Treasurer
Insurance	Secretary Treasurer
Phone	Assistant Treasurer
Dues and Fees	Secretary Treasurer
Elections	Secretary Treasurer
School Level Staff Visa Statements	Principal or designate
School Level Staff Mileage and Subsistence Claims	Principal or designate
School Level Documentation	Principal or designate
Principal Visa Statements	Superintendent
Principal Mileage and Subsistence Claims	Superintendent
Technology/ OHS Visa Statements	Assistant Superintendent – Human Resources
Inclusive Learning Mileage and Subsistence	Director of Inclusive Learning
Learning Services Mileage and Subsistence	Assistant Superintendent – Learning Services
Transportation/ Facilities Visa Statements	Secretary Treasurer
Transportation/ Facilities Mileage and Subsistence Claims	Secretary Treasurer
Assistant Superintendents – Learning Services & Human Resources/Secretary Treasurer Visa Statements	Superintendent
Assistant Superintendents – Learning Services & Human Resources/Secretary Treasurer Mileage and Subsistence Claims	Superintendent
Superintendent Visa Statements	Board Chair and Secretary Treasurer
Superintendent Mileage and Subsistence Claims	Board Chair and Secretary Treasurer
Trustee Expense Claims	Board Chair, Vice Chair (as designate)
Board Chair Expense Claims	Vice Chair
Teacher Temporary Letter of Authority	Superintendent
Teacher Certification	Superintendent
Suspension of a Teacher	Superintendent
Transfer of a Teacher	Superintendent
Termination of a Teaching Contract	Superintendent
Termination of an Administration Designation	Superintendent
Staff Resignation Acceptance	Assistant Superintendent – Human Resources
All other actions under the Education Act	As per Alberta Education Protocol



Contracts	
Contract Type	Signatory
Superintendent's Employment Contract	Board Chair and Vice Chair
ATA Collective Agreement	Board Chair, Vice Chair, Superintendent, Secretary Treasurer
CUPE Collective Agreement	Board Chair, Vice Chair, Superintendent, Secretary Treasurer
BTPS Financial Audit	Board Chair and Superintendent and Secretary Treasurer
Cross Ministerial Cooperation Agreements	Superintendent
Cross Ministerial Financial Agreements	Secretary Treasurer
Alberta Education Grant Documents	Secretary Treasurer
Provincial Software Agreements	Secretary Treasurer
Post Secondary Education Agreements	Secretary Treasurer
Federal Grant Agreements	Secretary Treasurer
Employee Benefit Service Agreements	Secretary Treasurer
Corporate Documents	Secretary Treasurer
Lease Documents	Secretary Treasurer
Bus Contracts	Secretary Treasurer or Director of Transportation
Parent Provided Transportation Contracts	Secretary Treasurer or Director of Transportation
Agent Provided Transportation Contracts	Secretary Treasurer or Director of Transportation
Transportation Service Contracts	Secretary Treasurer or Director of Transportation
Traffic Safety Documentation	Director of Transportation
Transportation Software Agreements	Secretary Treasurer
Individual Employment Contracts	Superintendent and Assistant Superintendent Human Resources (or Secretary Treasurer)
Individual Employee Documentation	Superintendent and Assistant Superintendent Human Resources (or Secretary Treasurer)
Cross Jurisdiction Education Agreements	Superintendent
Cross Jurisdiction Financial Agreements	Secretary Treasurer
Alberta Education Extranet	Secretary Treasurer
Custodial Contracts	Secretary Treasurer
Long Term Utilities Contracts	Secretary Treasurer
Computer Software Contracts	Secretary Treasurer
Technology Annual Support Contracts	Secretary Treasurer
Financial Software Contracts	Secretary Treasurer