

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.
2. Purchases that extend beyond the budgeted allocation for the current school year must have approval of senior administration.
3. Signing authority for contracts that are a part of the budgeted allocation for the current school year is assigned to the person in charge of that budget area.
4. Contracts that extend beyond the current school year must have approval of senior administration.
5. Signing authority for agreements that are a part of the budgeted allocation for the current school year is assigned to the person in charge of that budget area.
6. Agreements that extend beyond the current school year must have approval of senior administration.
7. 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.
8. The Secretary Treasurer will sign all documents requiring the Corporate Seal.
9. The Board has the right to review any document that was signed on their behalf.

### **BTPS Signing Authority Table Day to Day Operations**

| <b>Department</b>                  | <b>Signatory</b>   |
|------------------------------------|--|
| Student Services (SES)             | Director of Student Services   |
| Program Unit Fund (PUF)            | Director of Student Services/PUF Coordinator                         |
| Curriculum                         | Assistant Superintendent – Learning Services                         |
| Technology                         | Director of Technology   |
| Maintenance                        | Director of Facilities/ Maintenance Supervisor/ Custodial Supervisor |
| Transportation                     | Director of Transportation   |
| Student Information Systems (SIS)  | Director of Student Information                                      |
| Board Governance                   | Secretary Treasurer  |
| Board Projects                     | Superintendent   |
| Superintendent Initiatives         | Superintendent   |
| All Schools Funding                | Assistant Superintendent – Human Resources                           |
| Occupation Health and Safety (OHS) | Occupational Health and Safety Coordinator                           |
| BTPS Music, Art, Drama (MAD)       | Superintendent/ MAD Coordinator                                      |
| Assessment Services                | Director of Student Services   |
| Supplies and Postage               | Secretary Treasurer/ Assistant Treasurer                             |

**BUFFALO TRAIL PUBLIC SCHOOLS  
REGIONAL DIVISION NO. 28**

**ADMINISTRATIVE PROCEDURES  
HANDBOOK**

**PAGE: 2 of 3**

**CROSS REFERENCE:**

**CODE: 602.3AP**

**TITLE: Authorized Signatures – Exhibit 1**

**APPROVED: 2013.09.18 (2011.04.20)**

**AMENDED: 2012.08.15**

**REVIEWED:**

| <b>Day to Day Operations</b>   |  |
|--|--|
| <b>Department</b>  | <b>Signatory</b>   |
| Human Resources Advertising  | Assistant Superintendent – Human Resources                 |
| Equipment Purchasing   | Secretary Treasurer  |
| Equipment Costs  | Secretary Treasurer/ Assistant Treasurer                   |
| Legal  | Superintendent/ Assistant Superintendent – Human Resources |
| 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/SIS/ Curriculum Visa Statements   | Assistant Superintendent – Human Resources                 |
| SES/AIS/Curriculum Mileage and Subsistence Claims  | Assistant Superintendent – Learning Services               |
| Transportation/ Facilities/OHS Visa Statements   | Secretary Treasurer  |
| Transportation/ Facilities/OHS 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   | Secretary Treasurer  |
| Superintendent Mileage and Subsistence Claims  | Secretary Treasurer  |
| Trustee Expense Claims   | Board Chair  |
| 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 School Act   | As per Alberta Education Protocol                          |

**CROSS REFERENCE:**

| <b>Contracts</b>                         |  |
|--|--|
| <b>Contract Type</b>                     | <b>Signatory</b>   |
| Superintendent's Employment Contract     | Board Chair and Vice Chair                                       |
| ATA Collective Agreement                 | Board Chair and Board Negotiations Committee                     |
| CUPE Collective Agreement                | Board Chair and Board Negotiations Committee                     |
| 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      | Assistant Superintendent – Learning Services/Secretary Treasurer |
| Federal Grant Agreements                 | Secretary Treasurer  |
| Employee Benefit Service Agreements      | Secretary Treasurer  |
| Corporate Documents                      | Secretary Treasurer  |
| Lease Documents                          | Secretary Treasurer  |
| Bus Contracts                            | Director of Transportation                                       |
| Parent Provided Transportation Contracts | Director of Transportation                                       |
| Agent Provided Transportation Contracts  | Director of Transportation                                       |
| Transportation Service Contracts         | Director of Transportation                                       |
| Traffic Safety Documentation             | Director of Transportation                                       |
| Transportation Software Agreements       | Director of Transportation/Director of Technology                |
| Individual Employment Contracts          | Director of Human Resources                                      |
| Individual Employee Documentation        | Director of Human Resources                                      |
| Administrative Contracts                 | Superintendent   |
| Cross Jurisdiction Education Agreements  | Superintendent   |
| Cross Jurisdiction Financial Agreements  | Secretary Treasurer  |
| Alberta Education Extranet               | As per Alberta Education Protocol                                |
| Employee Computer Purchase Plans         | Secretary Treasurer  |
| Custodial Contracts                      | Director of Facilities   |
| Long Term Utilities Contracts            | Secretary Treasurer  |
| Computer Software Agreements             | Director of Technology   |
| Technology Annual Support Contracts      | Director of Technology   |
| Financial Software                       | Secretary Treasurer  |