



**M. D. OF GREENVIEW NO. 16  
POLICY & PROCEDURES MANUAL**

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 22**

**POLICY TITLE: SIGNING AUTHORITY**

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**Date Adopted by Council / Motion Number:**

**11.10.557**

**PURPOSE:**

To establish signing authority for all Municipal cheques issued.

**POLICY:**

The M.D. recognizes the need to safeguard the expenditures of funds when cheques are issued.

1. Signing authorities for the Municipality will be:
  - a) for the elected representatives, the Reeve or Deputy Reeve; and
  - b) for the appointed representatives, the C.A.O. or Director of Corporate Services.
2. All cheques of the Municipality drawn on its General Account will be signed by the Reeve; in the Reeve's absence the Deputy Reeve; and in the Deputy Reeve's absence, any other Councillor.
3. All cheques of the Municipality drawn on its General Account will be counter-signed by the C.A.O., and in his/her absence the Director of Corporate Services, and in their absence, an official appointed by Council.
4. This policy will be implemented in accordance with the Accounts Payable and Expenditure Control Policies.

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(Original signed copy on file)  
REEVE

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C.A.O.