



Organization Name (XXXXX)

Payment Signing Authority Policy

Purpose: The purpose of this policy is to provide authority on moving funds and/or paying invoices on behalf of the Agency.

Scope: This policy and procedures apply to all payments issued by the Agency.

Procedures: As outlined below

The following individuals will have bank signing authority:

- -Executive Director
- -Finance Manager
- -Program Manager
- -Board Chair
- -Board Vice Chair
- -Board Treasurer

Subject to any Limits noted below, any two (2) of the above, as designated by this policy are hereby authorized to sign for and in the name of the Corporation. Signing authority extends to Cheques and Electronic Fund Transfers only.

Limits:

Any two (2) of the following for amounts greater than \$10,000

- Executive Director
- Board Chair
- Board Vice Chair

This policy on Payment Signing authority does not extend to approving contracts that otherwise bind the organization.

Payment Signing Authority Policy Review Timetable

Action	Date
Signing Authority Policy Approved by Committee	XXXXX
Signing Authority Policy Approved by the Board	XXXXX
Signing Authority Next Scheduled Review	XXXXX