
Contract Execution Authority Delegation Policy

With reference to the *Signature Authority and Contract Execution Policy* regarding contract signing authority, this policy further defines the authority that the District Superintendent resolves to delegate to certain staff members of the District.

Staff members below are empowered by the District Superintendent to enter into contracts or make obligations on behalf of the District with the following limitations:

Assistant District Superintendent

- Authority to sign contracts or make obligations regarding previously budgeted matters such as regular office repair and maintenance, janitorial services, strata management, office equipment servicing, etc., and to seek legal counsel on various issues on behalf of the District so long as these obligations do not exceed the relevant line items in the budget.
- Authority to make obligations regarding previously budgeted staff events, business travel, and accommodation arrangements.

Director of Finance

- Authority to seek legal counsel or tax and compliance-related advice from the District auditor on behalf of the District so long as these obligations do not exceed the relevant line items in the budget.
- Authority to incur obligations that exceed the budget must be specifically given by the District Superintendent.
- The annual audit engagement letter must be signed by the District Superintendent.

Adopted September 2018
Amended February 2021



CPD
Operational Policy
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