

Elk Island Public Schools
Administrative Procedure 514: Signing Authority
Signing Authority Exceptions
Updated Jan. 21, 2021

Appendix C

These Exceptions are to be used in conjunction with SAM and AP514: Signing Authority.

Exception Category	Area	Secretary-Treasurer	Associate Superintendent, Human Resources	Director	Senior Accountant, Accountant III, Accountant II
Payments for Expenditures Consolidated at a Division Level ¹	Financial Services	No limit	Nil	\$ 1,000,000	Nil
Journal Vouchers: Cash, Regular, Budget or Reversing	Financial Services	No limit	Nil	No limit	\$ 1,000,000
Journal Vouchers: Standard Cost	Financial Services	No limit	Nil	No limit	\$ 1,000,000
Trust Accounts	Financial Services	No limit	Nil	\$ 100,000	Nil
Payroll Liabilities	Human Resources	Nil	No limit	Nil	Nil
Deferred Salary	Human Resources	Nil	No limit	Nil	Nil

(1) Examples include: Workers Compensation Board, Health Spending Account, photocopier, paper stock, insurance.