



Administrative Procedure 3040

Facsimile Signatures

Board Governance Policy Cross Reference: [1](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: January 2007

Amended: December 2017

The use of facsimile signatures for the purpose of processing the signatures of the Chairperson and the Secretary-Treasurer on cheques and bank transfers issued by the Brandon School Division under the direct supervision of the Secretary-Treasurer is authorized. The use of electronic equipment may be used for this purpose.

Secretary-Treasurer shall notify the Accounting and Purchasing Services of any changes in cheque signatory.

Accounting and Purchasing Services will securely apply signature to cheques using the Divisions' ERP system.