



Team Name: Finance Leadership Team Lead: VP Finance & Capital Approved by: Senior Leadership	Reference Number: ORG.1310.PL.002 Program Area: Finance Policy Section: General
Issue Date: February 3 2015 Review Date: Revision Date:	Subject: Signing Officers

**POLICY SUBJECT:**

Signing Officers

**PURPOSE:**

Southern Health-Santé Sud will safeguard the assets and reputation of the organization by ensuring that the authorization to process payments and enter into binding legal agreements is appropriately delegated.

**BOARD POLICY REFERENCE:**

Board-CEO Linkage (BC-7) Signing Authority

**POLICY:**

All payment authorizations, contracts and legal documents signed will be binding upon Southern Health-Santé Sud. Signing officers are responsible to ensure due diligence is undertaken to understand the impact of the document on the organization prior to signing any legal documents for and in the name of Southern Health-Santé Sud:

The authorized signing officers shall be:

- Chief Executive Officer
- Vice President Finance & Capital
- Vice President Corporate
- An additional Senior Leader as designated

**STANDARD GUIDELINES:**

The VP Finance & Capital will ensure that processes are in place to restrict bank transactions and monitor compliance with the guidelines below.

- Payment s/Invoices are authorized by the manager responsible for the purchase.
- AP Supervisor will review all payments made through Accounts Payable before payments are released.
- Regional Director Payroll & Benefits will approve payroll related payments.
- VP Finance & Capital will approve all payments over fifty thousand dollars (\$50,000).