
Town of Mulgrave Cheque Signing Policy

Title:

1. This Policy is entitled the “*Cheque Signing Policy*”.
2. Purpose: The purpose of this policy is to stipulate who will have authority to sign financial instruments of behalf of the Town of Mulgrave.
3. Policy
 - a. All cheques and other financial instruments issued by the Town of Mulgrave shall be signed by two persons.
 - b. The initial signature shall be either the Chief Administrative Officer or the Finance Manager.
 - c. The second signature shall be by either the Mayor or the Deputy Mayor.

Certification for Town of Mulgrave Policy & Procedures Manual:

Date of notice to Council Members of Intent to Consider [7 Day minimum]: October 1st, 2012

Date of Passage of Current Policy: October 1st, 2012

I certify that this *Council Meeting & Proceedings Policy* was adopted by Council as indicated above.

Chief Administrative Officer

Date