

**District Funds**

**Policy No. 403.4R**

**REGULATIONS**

In approving the following payment methods to both employees and vendors, the Board wishes to ensure it is kept informed of such payments. Therefore, the Secretary-Treasurer shall ensure the Board is provided regularly with a listing of Finance Warrants that document the computer-generated cheques, payroll transfers, and manually paid cheques.

To ensure the timely payment to either employees or vendors, the following payment methods are authorized:

**Electronic Transfers and Signatures**

The Board authorizes the use of electronic methods to provide payment of both payroll and other purchased goods and services. These electronic methods include transfer of funds and automated cheque signing systems.

**Manually Signed Cheques**

When necessary to issue cheques outside of the normal processing systems, the Board authorizes the issuance of such cheques with signatures from two of the following:

1. Secretary-Treasurer
2. Superintendent of Schools
3. A designated trustee