



Guelph Soccer Signing Authority Policy

Purpose

To govern the signing authority on all payments/reimbursements for Guelph Soccer and the signing of contracts or partnership agreements.

Policy

The Chair, Treasurer, General Manager/Executive Director and Finance Administrator will have signing authority for payments and reimbursements.

All payments/reimbursements require two signatures. The General Manager/Executive Director and Finance Administrator shall have the authority to sign payments and reimbursements equal to or less than \$2,000. Anything greater than \$2,000 shall require the signature of the Chair or the Treasurer. Signatories may not authorize payments/reimbursements to themselves.

All contracts or partnership agreements must be approved by the Board, at which time the General Manager/Executive Director is able to sign on behalf of the organization.