

## **1. Preamble**

This policy outlines the use of the Signature Stamps, which are produced for each member of the Executive with signing authority, and for certain managerial positions. It is in place to ensure that the practical use of the stamps is guided and consistent from year to year, and that there is a standard set of guidelines to determine when they should or should not be used.

## **2. Procedures**

### **2.1 Production**

Stamps representing the signatures and initials of the General Manager, and the Vice-President (Operations and Finance), the President, and the Business and Services Manager should be made at the discretion of those involved, and the stamps should be destroyed upon completion of their term in office or employment.

### **2.2 Access**

The stamps should be kept in a secure and locked location, only accessible by the Controller and Accounting Assistant. They should not be accessed without notification of the parties whose signatures are on them.

### **2.3 Usage**

2.3.1 Only the accountants shall use the stamps.

2.3.2 The signatory should be informed of each time their stamp is used.

2.3.3 The stamps must not leave the USSU office, and should only be out of locked storage while in use.

2.3.4 After the use of the stamps, indication must be given to the signatory, and documentation must be shown for approval.

2.3.5 In all cases, attempts should be made to obtain an actual signature as opposed to a reproduced one.

2.3.6 In cases where signing can be delayed, it shall be.

### **2.4 Enforcement**

The signatories and the General Manager shall be responsible for the enforcement of the regulations on each stamp.

Contact Information: Vice-President (Operations and Finance) 966-6967  
Policy Authority: Executive Committee

<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Created/Adopted	Executive Committee	06/11/04	EXEC10
Amended	Executive Committee	08/11/08	EXEC30
Amended	Executive Committee	07/31/14	EXEC09