



Policy Name:	Signature Stamp Policy		
Category:	Human Resources	Policy #	HR-4

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 President, and the Vice-President (Operations and Finance), Communications and Marketing Manager and 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 Controller shall be responsible for the enforcement of the regulations on each stamp.

Contact Information:	Vice President Operations & Finance: (306) 966-6967		
Policy Authority:	Executive Committee		
Approvals	Board/Committee	Date	Motion
Created/Adopted	Executive Committee	06/11/2004	EXEC10
Amended	Executive Committee	08/11/2008	EXEC30
Amended	Executive Committee	07/31/2014	EXEC09
Amended	Executive Committee	05/13/2022	EXEC02