

Section Governance Procedures	Administrative Procedure Number RCJTC AP.08.05
Administrative Procedure Title Signing Officers	
Date November 11, 2013	Revised

The term “contracts, documents or any instrument in writing” will be deemed to include deeds, mortgages, hypothecs, charges, conveyances, transfers or assignment of real or personal property, immovable or movable agreements, leases, releases or discharges for payment of money or other obligations, debentures, by-laws or other securities and all paper, writing intended to be binding upon the Renfrew County Joint Transportation Consortium.

One of the two above-noted officers’ signatures may be mechanically reproduced, with the express approval of the individual, for the purposes of issuance of Renfrew County Joint Transportation Consortium instruments.

Related RCJTC Policy

- P.06 Finance Policy
- P.08 Governance Policy

Related RCJTC Administrative Procedures

- AP.06.01 Budget Procedure
- AP.06.02 Financial Reporting Procedure
- AP.06.06 Levels of Authorization Required for the Expenditure of Operating Funds Procedure

Related RCJTC Forms

...Providing safe, efficient, effective transportation to our students