



**Prince Edward Island College of Occupational Therapists**  
**PO Box 2248, Stn Central, Charlottetown, PEI C1A 8B9**

### **SIGNING AUTHORITY CHART**

<b>Document/Item</b>	<b>Who can sign</b>	<b>Limitations</b>	<b>Current Individuals</b>
<b>Contracts</b>	Chair, Treasurer, Registrar	1 or 2 required (depends on contract)	Dawna Woodside, Manon Gallant, Heather Cutcliffe,
<b>General Expenditures</b>	Chair, Treasurer Registrar	2 required	Dawna Woodside, Manon Gallant, Heather Cutcliffe,
<b>Paycheques for staff</b>	Chair, Treasurer Registrar	2 required	Dawna Woodside, Manon Gallant, Heather Cutcliffe,

<b>Approved By</b>	<b>Established</b>	<b>Reviewed/Revised</b>	<b>Next Review</b>
Council	November 20, 2018	November 25, 2019	September 2021