



City of St. John's Corporate and Operational Policy

Policy: 04-08-01 Prohibited Use of Signature Stamps

Status:

Issued By: Finance

Revision No:

Revision Date:

**Date of Original Council
Approval:**

Rescind Date:

Index: 04 Finance and Accounting

Section: 08 Payment Approvals

Title: 01 Prohibited Use of Signature Stamps

Purpose

To define the proper use of signature stamps.

Policy Statement

Rubber signature stamps are not permitted to be used for approval of any invoices or other documents for payment.

Application

Responsibilities

All Directors, Division Head Managers, Operations Supervisors, and anyone having signing authority.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Never formally approved by Council.

Review Period**Available to Public**

- ☐ Yes
- ☐ No