

# YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i> <b>Finance</b>	<i>Policy Number</i> <b>801</b>
<i>Former Policy #</i>	<i>Page</i> <b>1 of 5</b>

- 3.3 Any exceptions to this policy must be approved by the Director or Associate Director. When questions or concerns arise relating to the approval or provision of a recognition or acknowledgement, staff shall consult with their immediate supervisor.
- 3.4 Notwithstanding that Board and School funds may be used on an occasional basis for acknowledgement or recognition purposes, it is understood that schools and departments may collect and use Social Funds for such purposes, herein referred to as Non-Board Funds.

#### **4. RESPONSIBILITIES**

##### **4.1 Director**

- 4.1.1 To oversee compliance with the Use of Board and School Funds for Recognition or Acknowledgment Purposes policy.

##### **4.2 Chief Financial Officer and Treasurer of the Board (CFO)**

- 4.2.1 To oversee and ensure that applicable staff members and authorized personnel adhere to the Authority Approval Schedule (AAS) with respect to this policy.
- 4.2.2 To ensure compliance by monitoring and authorizing expenditures as per the parameters and guidelines outlined in the AAS.
- 4.2.3 To ensure that appropriate documentation

**7. RELATED FORMS**

YCDSB Admin. 1  
YCDSB Admin. 3  
YCDSB

Cheque Requisition  
Expense Reimbursement (Non-Mileage)



