



Otonabee – South Monaghan Public Library

Policy Type: **Governance**
Policy Title: **E-Transfer Approval
Authorization Statement**

Policy Number: **GOV-10**
Initial Policy Approval Date:
Late Review/Revision Date: **Oct. 2025**
Year of Next Review: **Oct. 2028**

Chair Signature: _____ Date: _____

This authorization statement confirms that the undersigned signing authorities approve the use of electronic funds transfer (e-transfer) for financial transactions conducted on behalf of the Otonabee – South Monaghan Public Library.

Organization Name: **Otonabee – South Monaghan Public Library**

Banking Institution: **Kawartha Credit Union**

Account Number: **777064405015**

Terms of Authorization:

- E-transfers may be used for payments including, but not limited to, vendor invoices, reimbursements, payroll, and approved purchases.
- All transactions must be documented and supported by appropriate approvals.
- This authorization remains in effect until revoked in writing by either signing authority or superseded by a new authorization statement.

Authorized Signatories:

Signing Authority 1

Name: _____ Title: _____

Signature: _____ Date: _____

Signing Authority 2

Name: _____ Title: _____

Signature: _____ Date: _____