

Appendix 3b: Sample Corporate Resolution for Regional Schools

SCHOOL LETTERHEAD

- Send two copies to the Bishop's office. One copy will be returned, and one copy will be kept on file.
- Have the signatures of the Pastor and School Corporate Board representatives on both copies before sending to the Bishop's office for approval.

CORPORATE RESOLUTION
ADOPTED UNANIMOUSLY
by the signatures below
representing the Corporate Board

RESOLVED: Contract with [*company*] for [*purpose of resolution*] in the amount of [*\$xxxxxx.xx*]. [*name of school corporate board president*] is authorized to execute the contract on behalf of the corporation.

Payment will be made from [*method of payment or procurement of funds*]. Approval has already been given by the school board.

Date: _____

Corporate Board

Diocesan Representatives

Corporate Board President

Bishop

Corporate Board Vice-President

Vicar General

Corporate Board Treasurer

Superintendent of Schools

Pastor/Provost