



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: COLLEGE CORPORATE SEAL

<b>Policy No.</b>	PO-003	<b>Division</b>	President's Office
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	BP-PO-001B
<b>Related Procedure</b>	PO-003-PR	<b>Effective Date:</b>	March 17, 1998

#### 1. PURPOSE AND SCOPE

The purpose of this policy is to outline security measures and processes for the use of the College Corporate Seal.

#### 2. POLICY

It is the policy of the College that the College Corporate Seal will be used to legalize transactions and will be affixed to all legal documentation, contracts (as required), and graduation parchments.

#### 3. PROCEDURE

The President shall ensure that procedures are developed and implemented in accordance with this policy.

#### Approval History

Approved by President	March 17, 1998
Next Review	2011