

BOARD OF DIRECTORS

Authorization of Signatures

The superintendent is authorized to use a facsimile signature plate or stamp. All such plates must be filed under oath with the Secretary of State.

The use of the signature stamp for the superintendent/Board secretary shall be controlled by the superintendent at all times.

Warrants

The superintendent/Board secretary is authorized to sign all District warrants by facsimile signature on behalf of the Board.

Claim Forms

The superintendent and the executive director of Business and Operations and his/her designee are authorized to certify voucher or invoice claims against or for the District.

Checks

The school principal is designated as the custodian of each secondary school ASB imprest account. The superintendent is designated as the custodian of all District imprest accounts. Staff employed by the District as follows, are authorized to sign on behalf of the Board checks drawn on any specific imprest accounts:

Imprest Fund Account:

Positions:

Secondary Imprest Fund

Principal  
Assistant Principal

District Advance Travel Fund

Superintendent  
Executive Director of Business & Operations  
Designee

District Revolving Fund

Superintendent  
Executive Director of Business & Operations  
Designee

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Contracts for Goods and Services and Leases

The superintendent and executive director of Business & Operations or his/her designee are authorized to sign on behalf of the Board contracts, leases, and/or contracts for goods and services for amounts under \$40,000.

Personnel Contracts

The superintendent/Board secretary is authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature.

Negotiated Agreements

Negotiated agreements shall be signed for the District by the Board president and the superintendent/Board secretary.

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Adopted:	<u>April 10, 1985</u>
Revised:	<u>September 27, 1995</u>
Revised:	<u>May 23, 2001</u>
Revised:	<u>October 25, 2005</u>
Revised:	<u>April 15, 2015</u>
Reviewed:	<u>November 29, 2023</u>