

Authorization of Signatures

For the conduct of the business of the District, the Board has granted authority to specific members of the district staff to sign certain documents on behalf of the District. Those district staff members are:

Electronic Signatures: Unless prohibited by law, electronic signatures may satisfy the requirement of a written signature when conducting business with/or for the District and/or with parents/guardians when the authenticity and reliability of the signature can be determined.

Claim Forms: The Superintendent of the District or his designee are authorized to certify voucher or invoice claims against or for the District:

Activity Funds: The school principal is designated as the custodian of each school building activity fund.

Petty Cash Accounts: The Superintendent is designated as the custodian of all District petty cash accounts.

Checks: Staff employed by the District in the following designated positions are authorized to sign on behalf of the Board checks drawn on any account:

District Clerk

Business Manager

Designated Staff Member

Contracts for Goods and Services and Leases: The Superintendent is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$15,000.00 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board during the budget process when possible. The district considers the budget process as an integral part of the approval process.

Personnel Contracts: The Board Chair and Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature.

Negotiated Agreements: Negotiated agreements shall be defined as day to day work condition agreements and shall be discussed and signed by the Superintendent or designee.

Legal Reference: I.C. § 33-701 Fiscal Year- Payment and Accounting Funds

Policy History:

Promulgated on: June 10, 2008

Revised on: December 08, 2015

Reviewed in: September 2013; December 08, 2015

Change in References: May 06, 2020