

Authorization of Signatures

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

The use of a signature stamp/digital image for the Superintendent/Board Secretary shall be controlled by the Superintendent at all times.

A. Warrants

The Superintendent/Board Secretary is authorized to sign all district warrants by facsimile/digital signature on behalf of the board.

B. Claim Forms

Staff employed by the district as Assistant Superintendent, Chief Financial Officer, Business Office Directors (excluding Purchasing Director for control purposes) are authorized to certify voucher or invoice claims against or for the district.

C. Checks

The school principal is designated as the custodian of each school building petty cash account. The Superintendent is designated as the custodian of all district petty cash accounts. Staff employed by the district as Assistant Superintendent, Chief Financial Officer and Business Office Directors are authorized to sign, on behalf of the board, checks drawn on any specific petty cash accounts.

D. Contracts for Goods and Services and Leases

Staff employed by the district as Superintendent, Chief Financial Officer, Assistant Superintendent, or Business Office Directors are authorized to sign on behalf of the board contracts, leases, and/or contracts for goods and services without prior approval of the board, subject to the limitations of policies 6220 and 6210.

E. Personnel Contracts

The Superintendent/Board Secretary is authorized to sign, by facsimile/digital signature, personnel contracts and agreements of employment on behalf of the board.

F. Negotiated Agreements

Negotiated agreements shall be signed for the district by the Superintendent/Board Secretary and be ratified by the Board of Directors.

G. Real Estate:

The Superintendent, Assistant Superintendent, Chief Financial Officer and Director of Capital Projects are authorized to sign real estate agreements. Real Estate sale or purchase is approved by the Board of Directors pursuant to Policy 6882.

Revised: 11.21.11