

Authorization of Signatures

For the conduct of the business of the District, the Board may grant authority to specific staff to sign certain documents on behalf of the District. The Chair and Clerk are authorized to use a facsimile signature plate or stamp.

Claim Forms: Staff employed by the District in the following designated positions are authorized to certify voucher or invoice claims against or for the District:

District Clerk  
Superintendent

Checks: All checks issued by the district, excluding petty cash, will be signed by two (2) board members. The school principal is designated as the custodian of each school building activity fund. The Superintendent is designated as the custodian of all District petty cash accounts. Staff employed by the District in the following designated positions are authorized to sign on behalf of the Board, checks drawn on any specific petty cash account:

District Clerk, Superintendent  
Building Administrator, School Secretary

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 \$1,500 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

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 signed for the District by the Board Chair or Vice Chair and the Clerk.

Legal Reference: I.C. § 33-701      Fiscal Year – Payment and Accounting of Funds  
                          I.C. § 33-705      Activity Funds.

Policy History:

Adopted on: 7-21-14

Revised on: 11-18-19, 6-30-20