

1 **Charlo Public School District**

2
3 **THE BOARD OF TRUSTEES**

1332

4
5 Authorization of Signatures

6
7 For the conduct of the business of the District, the Board may grant authority to specific staff to
8 sign certain documents on behalf of the District. The Chairperson and Clerk are authorized to
9 use a facsimile signature plate or stamp.

10
11 Warrants: The Chairperson and Clerk are authorized to sign all District warrants by facsimile
12 signature on behalf of the Board.

13
14 Claim Forms: Staff employed by the District in the following designated positions are
15 authorized to certify voucher or invoice claims against or for the District:

- 16 • Superintendent
17 • Principal
18 • Clerk

19 Checks: The school principal is designated as the custodian of each school building
20 extracurricular fund account. The Superintendent is designated as the custodian of all District
21 petty cash accounts. Staff employed by the District in the following designated positions are
22 authorized to sign, on behalf of the Board, checks drawn on any specific petty cash account:

- 23 • Superintendent
24 • Clerk
25

26 Contracts for Goods and Services and Leases: The Superintendent is authorized to sign, on
27 behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under
28 Five Thousand Dollars (\$5,000) without prior approval of the Board.

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

31
32 Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board
33 Chairperson and the Clerk.

34
35
36
37 Policy History:

38 Adopted on:

39 Revised on:

40