Berlin-Boylston Regional School District
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Date: April 8, 2025
From: Aaron Osborne, Director of Finance & Operations
To: The Berlin-Boylston Regional School Committee
Re: Electronic Warrant Signature

At present, the school committee utilizes a single signer method for approving district payments; the warrants are then included as part of the consent agenda that is voted by the full committee. This allows the district to make timely payments to vendors on a regular bi-weekly basis. With that said, this process would be made more efficient if we were able to utilize an electronic signature for the single signer authorizing payment distribution.

Despite the convenience provided by the single signer method, there are still instances where that individual is unable to get to the district office during regular hours. There are also occasions where the district has needed to provide an urgent payment and having this means available will allow for this when necessary. If this means were authorized, the single signer would still receive the entire warrant electronically to review and could do so at their leisure, on their time.

Recommendation: That the school committee vote to authorize the use of electronic signature for the purpose of signing warrants by the designated single signer voted.