

Lewistown School District

THE BOARD OF TRUSTEES

1332

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 Chairman and Clerk are authorized to use a facsimile signature plate or stamp.

Warrants: The Chairman and business manager are authorized to sign all District warrants by facsimile signature on behalf of the Board.

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:

Superintendent
Business manager

Checks: The school principal is designated as the custodian of each school building extracurricular fund account. 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:

Building Principal
Principal's 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 Twenty-Five Thousand Dollars (\$25,000) 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 Chairman 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 Chairman and the Clerk.

Policy History:

Adopted on: June 28, 2004

Revised on: