KISD Authorization for Employee to be an Officer

Appropriate written approval from the principal or supervisor where the organization is located as well as where the employee is positioned must be received by the Business Office before the District employee may be an officer or authorized signer on the bank account of a Booster Club or PTA. This approval must be requested and received each school year.

Name of Organization:_____

Printed Name of District Employee:_____

Employee's Title/Position:_____

Employee's Campus/Department:_____

Office/Position Employee has been elected for:_____

Employee will be a signer on the organization's checking account? ☐ Yes ☐ No

Employee's Signature:_____

Approval by the Principal where the Booster Club/PTA is located:

_____	_____	_____
Name (Printed)	Signature	Date

Approval by the Principal where the district employee works:

_____	_____	_____
Name (Printed)	Signature	Date