

Billings School District

THE BOARD OF TRUSTEES

Authorization of Signatures

For the conduct of the business of the District, the Board of Trustees may grant authority to specific staff members to sign certain documents on behalf of the District. The Board Chair and

Clerk are authorized to use an electronic signature, as defined in Montana law.

Warrants:

The Chair and Clerk are authorized to sign all District warrants on behalf of the Board or the District.

Claim Forms:

District employees in the following designated positions are authorized to certify or execute voucher or invoice claims against or for the District:

- Superintendent
- Assistant Superintendent
- K-12 Executive Directors
- Chief financial Officer
- Controller (Up to \$20,000)
- Director of Business Services (Up to \$20,000)
- Accounting Manager (Up to \$2,000)

Extracurricular and Petty Cash Accounts:

School principals are designated as the custodian of each school building's extracurricular fund account. School athletic directors, assistant principals and bookkeepers may be authorized signers on such accounts at the direction of the appropriate principal. The Director of Business Services shall be the authorized District representative for opening, closing and changing the checking accounts for such funds and serve as an authorized signer on all such accounts. All checks written on extracurricular fund accounts require two authorized signatures. The Chief Financial Officer is designated as the custodian of all K-12 extracurricular fund accounts and all District petty cash accounts.

Contracts for Goods and Services and Leases:

The Superintendent or the Superintendent's designee is authorized to sign on behalf of the Board or the District, contracts, leases, and/or contracts for goods and services for amounts under the amount specified in 20-9-204 (3), MCA, without prior approval of the Board.

Personnel contracts:

The Board Chair and District Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board.

Collective Bargaining Agreements:

The Board chair is authorized to sign collective bargaining agreements approved by the Board, and the Chair's signature shall be attested by the District clerk.

Legal References: § 1-5-602, MCA Revised Uniform Law on Notarial Acts, Definitions
 § 20-9-204, MCA Conflicts of interest, letting contract, calling for bid

Policy History:

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Second Reading: Board of Trustees
Third Reading: Board of Trustees
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