1332 THE BOARD OF TRUSTEES
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 Chairperson and Clerk are authorized to use a facsimile signature plate or stamp in accordance with 20-9-221(2), MCA.

Checks: The Chairperson and Clerk are authorized to sign all District checks 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
- Assistant Superintendent
- Director of Business Operations
- Payroll Clerk

Checks: The school principal is designated as the custodian of each school building extracurricular fund account. The Director of Business Operations is designated as the custodian of all District petty cash accounts. Staff members 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:

- Principal, Assistant Principal
- Building Secretary
- Administrative Assistant, Payroll Clerk

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 $80,000 without prior approval of the Board. The types of goods and services contracted for must be preapproved by the Board.

Personnel Contracts: The Board Chairperson 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 Chairperson and the Clerk.

Legal:
20-9-221(2) Procedure for issuance of warrants
20-9-204 Contract Bid Amount

Policy History:
Adopted on: November 25, 2013
Reviewed on:
Revised on: