

BUSINESS & NON-INSTRUCTIONAL OPERATIONS

DGA
(3327)

Category: Priority/Required by Law

Authorized Signatures

Checks drawn on the general fund or any special fund (with the exception of activity funds) will require the signature of the School District Treasurer, who is authorized to sign only after the approval of manifests by the School Board; or upon orders of a majority of the school board empowered by the school board as a whole to authorize payments. Checks drawn on an activity fund will require the signature of the Principal.

Checks used by the District shall be pre-numbered.

In general, the Superintendent or their designee may sign documents on behalf of the District or Board. When a signature of one Board member is required, the Chair, or in their absence, the Vice-Chair, is authorized to sign on behalf of the Board. Other District personnel and District officials (e.g., Treasurer, school nurses, etc.) are authorized to sign documents or instruments on behalf of the District or School Board as required by any statute, regulation, or Board policy or as directed by the Superintendent.

Execution of a document on behalf of the District or the Board is indication by the person so signing that the document is accurate, has been adequately approved by the Board or other District personnel as appropriate and necessary, and is in the best interest of the District.

Electronic signatures may be used if in accordance with proposed Board Policy #3327.1 (EHAC).

Legal Reference:

RSA 197:23-a, District Officers: Treasurer's Duties

Adopted: 09/14/21