

1 Great Falls School District

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3 **BOARD OF TRUSTEES**

1332

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5 Authorization of Signatures

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7 For the conduct of the business of the District, the Board may grant authority to specific staff to
8 sign certain documents on behalf of the District. The Chairperson and Clerk are authorized to use
9 a facsimile signature plate or stamp in accordance with 20-9-221(2), MCA.

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11 **Warrants:** The Chairperson and Clerk are authorized to sign all District warrants by facsimile
12 signature on behalf of the Board.

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14 **Claim Forms:** Staff employed by the District in the following designated positions are
15 authorized to certify voucher or invoice claims against or for the District:

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- 17 • Superintendent
- 18 • Executive Directors of Student Achievement
- 19 • Director of Business Operations
- 20 • Payroll Technicians

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22 **Checks:** The school principal is designated as the custodian of each school building
23 extracurricular fund account. The Superintendent or designee is designated as the custodian of all
24 District petty cash accounts. Staff members employed by the District in the following designated
25 positions are authorized to sign, on behalf of the Board, checks drawn on any specific petty cash
26 account:

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- 28 • Building Principal and/or Associate Principal
- 29 • Building Administrative Assistant
- 30 • Lead Business Technician and/or Payroll Technicians

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32 **Contracts for Goods and Services and Leases:** The Superintendent or designee is authorized to
33 sign, on behalf of the Board, contracts, leases, and/or contracts for goods and services for
34 amounts under \$80,000 without prior approval of the Board. The types of goods and services
35 contracted for must be preapproved by the Board.

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37 **Personnel Contracts:** The Board Chairperson and Clerk are authorized to sign personnel
38 contracts and agreements of employment on behalf of the Board, by facsimile signature.

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40 **Negotiated Agreements:** Negotiated agreements shall be signed for the District by the Board
41 Chairperson, Clerk, and the Director of Human Resources.

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43 Legal References:

44 §20-9-221(2), MCA Procedure for Issuance of Warrants

45 §20-9-204, MCA Contract Bid Amount

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- 1 Policy History:
- 2 Adopted on: November 25, 2013
- 3 Revised on: January 27, 2025