

Clark County School District No. 161

THE BOARD OF TRUSTEES

1260

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 Chair and Clerk are authorized to use a facsimile signature plate or stamp.

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
Business Manager

Checks: The school principal is designated as the custodian of each school building activity fund. Staff 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:

Superintendent
Business Manager

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 \$10,000 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board Chair 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 Chair and the Clerk.

Legal Reference: I.C. § 33-705 Activity Funds.

Policy History:

Adopted on: 6/7/2010

Reviewed on: 9/10/2014

Revised on: 10/20/2020