

1 **1332 THE BOARD OF TRUSTEES**

2

3 Authorization of Signatures

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

7 **Checks:** The Chairperson and Clerk are authorized to sign all District checks by facsimile signature
8 on behalf of the Board.

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

- 11 • Superintendent
- 12 • Assistant Superintendent
- 13 • Director of Business Operations
- 14 • Payroll Clerk

15 **Checks:** The school principal is designated as the custodian of each school building extracurricular
16 fund account. The Director of Business Operations is designated as the custodian of all District petty
17 cash accounts. Staff members employed by the District in the following designated positions are
18 authorized to sign, on behalf of the Board, checks drawn on any specific petty cash account:

- 19 • Principal, Assistant Principal
- 20 • Building Secretary
- 21 • Administrative Assistant, Payroll Clerk

22 **Contracts for Goods and Services and Leases:** The Superintendent is authorized to sign, on
23 behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under
24 \$80,000 without prior approval of the Board. The types of goods and services contracted for must be
25 preapproved by the Board.

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

28 **Negotiated Agreements:** Negotiated agreements shall be signed for the District by the Board
29 Chairperson and the Clerk.

30 Legal:
31 20-9-221(2) Procedure for issuance of warrants
32 20-9-204 Contract Bid Amount

33 Policy History:
34 Adopted on: November 25, 2013
35 Reviewed on:
36 Revised on: