

Salmon School District No. 291

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 Treasurer 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 approve invoices for the District:

Building Principal
Building Secretary
District Secretary/AP Clerk

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 school building activity account:

Building Principal
Building Secretary
Athletic Director
District Treasurer

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 \$25,000. 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 Superintendent or Clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board.

Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board Chair.

Legal Reference: I.C. § 33-701 Fiscal Year – Payment and Accounting of Funds
I.C. § 33-705 Activity Funds.

Policy History:

Promulgated: 042505

Reviewed: 092120

No Prior District Policy.