

Authorization of Signatures

The superintendent is authorized to use a facsimile signature plate or stamp. All such plates must be filed under oath with the Secretary of State. The use of the signature stamp for the superintendent/board secretary shall be controlled by the superintendent at all times.

Warrants. The superintendent/board secretary is authorized to sign all district warrants by facsimile signature on behalf of the board.

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.

Fiscal Supervisor- Auditing Officer

Checks. The school principal is designated as the custodian of each school building imprest and/or petty cash account. The superintendent is designated as the custodian of all district imprest and petty cash accounts. Staff employed by the district in the following designated positions are authorized to sign on behalf of the board checks drawn on any specific imprest and/or petty cash accounts:

Account:	Positions:
General Fund	Superintendent/Business Manager/Fiscal Supervisor
ASB Fund	Superintendent/Business Manager/Fiscal Supervisor
Revolving Fund	Superintendent/Business Manager/Fiscal Supervisor/Receptionist Secretary
Trust Fund	Superintendent/Business Manager/Fiscal Supervisor
High School Imprest	Principal/Assistant Principal/Business Manager/ASB Bookkeeper/Fiscal Supervisor
Middle School Imprest	Principal/Secretary/Business Manager/Fiscal Supervisor

Personnel Contracts. The superintendent/board secretary is 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 president and the superintendent/board secretary.