

## **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:

Superintendent or designee

## **Contracts for Goods and Services and Leases**

The following staff in the district are authorized to sign on behalf of the board contracts, leases, and/or contracts for goods and services for amounts under \$50,000 without prior approval of the board:

Superintendent or designee

## **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 chairman and the superintendent/board secretary.

Date: July 17, 1985

Revised and Renumbered (1332P): June 16, 2004