

1 **Bainville K-12 Schools**

2
3 **THE BOARD OF TRUSTEES**

1332

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5 Authorization of Signatures

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7 For the conduct of the business of the District, the Board may grant authority to specific staff to
8 sign certain documents on behalf of the District. The Chairperson and Clerk are authorized to
9 use a facsimile signature plate or stamp.

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11 Warrants: The Chairperson and Clerk are authorized to sign all District warrants by facsimile
12 signature on behalf of the Board.

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

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17 • Superintendent
18 • Clerk

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20 Checks: The Superintendent is designated as the custodian of each school building
21 extracurricular fund account and all District petty cash accounts. Staff employed by the District
22 in the following designated positions are authorized to sign, on behalf of the Board, checks
23 drawn on any specific petty cash account:

- 24
25 • Superintendent
26 • Athletic Director
27 • School Secretary

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29 Contracts for Goods and Services and Leases: The Superintendent is authorized to sign, on
30 behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under
31 \$1500.00 without prior approval of the Board. The types of goods and services contracted for
32 must be pre-approved by the Board.

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

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37 Negotiated Agreements: Negotiated agreements shall be signed for the District by the Board
38 Chairperson and the Clerk.

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42 Policy History:

43 Adopted on:

44 Reviewed on: 2/25/08

45 Revised on: Fall 2003