

**THE BOARD OF TRUSTEES**

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 Chairperson and Clerk are authorized to use a facsimile signature plate or stamp.

Warrants: The Chairperson and Clerk are 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
- High School Principal
- Activities Director

Checks: The school principal is designated as the authorizer of expenditures from extracurricular fund accounts. The district clerk is designated as the accounting oversight manager for extracurricular fund accounts and shall ensure that these accounts are maintained in a similar manner as that used for all District accounting. Extracurricular revenue and expenditures shall be coded in a manner that the applicable event date, sport/activity title and gender (when applicable) are identified and easily reported on.

Contracts: 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 Chairperson and Clerk are 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 Chairperson and the Clerk.

Contract and Agreement Maintenance: The Superintendent shall maintain on the District website on a page designed for this purpose an electronic file PDF of a copy of all contracts and agreements currently in place. A Master List and Timeline of all contracts and agreements currently in place will also be maintained and posted to the District website on a page designed for this purpose.

For each contract or agreement, the Master List and Timeline will include:

- the name of the party with which the contract or agreement was executed,
- a brief description of the goods or services provided,
- who signed the contract on behalf of the district,
- the start and end dates,
- the annual and total dollar value,

## Jefferson High School District #1

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- 1 - any required renewal or expiration notice dates or requirements,
- 2 - whether the contract is bid,
- 3 - the last bid date and the next bid date.

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#### Policy History:

6 Adopted on: February 2007  
7 Revised on: September 2013  
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