

AUTHORIZATION OF SIGNATURES

For the conduct of the business of the district, the superintendent shall grant authority to specific staff to sign certain documents in behalf of the district.

Legal References:	RCW 28A.400.030 39.62	Superintendent's duties Uniform Facsimile Signature of Public Officials Act
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Adoption Date: 05/01/95
06/20/00

Authorization of Signatures

The superintendent is authorized to use a facsimile signature plate, stamp or secure electronic signature. 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:

Auditing Officer
Executive Director of Business and Operations

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:
Building Imprest Accounts (General and ASB)	Principal Executive Director Business & Operations
District Imprest Account	Superintendent Executive Director Business & Operations

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 \$20,000 without prior approval of the board:

Superintendent
Executive Director of Business and Operations

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.

11/2020