

1 **Potomac Elementary**

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. The use and security of a signature stamp for use by the
10 Chairperson and Clerk shall be controlled in accordance with §20-9-221(2), MCA.

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

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15 Claim Forms: Staff employed by the District are authorized to present claims against or for the
16 District for payment at the next board meeting, the payment of which will depend upon Board
17 approval.

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19 Checks: The Principal is designated as the custodian of each school building extracurricular
20 fund account. The school secretary is designated as the custodian of all District petty cash
21 accounts.

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23 Contracts for Goods and Services and Leases: The Administrator is authorized to sign, on behalf
24 of the Board, contracts, leases, and/or contracts for goods and services for amounts under
25 \$25,000.00 without prior approval of the Board. The types of goods and services contracted for
26 must be preapproved by the Board.

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

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34 Policy History:

35 Adopted on: October 11, 2010

36 Reviewed on:

37 Revised on: