

## **Corvallis School District**

### **THE BOARD OF TRUSTEES**

1332

#### 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 Chairman and clerk are authorized to use a facsimile signature plate or stamp.

**Warrants:** The Board Chair, (or designated Trustee in the absence of the Chairman) and the clerk are authorized to sign all District warrants by facsimile signature on behalf of the Board.

**Checks:** The Superintendent is designated as the custodian of each school building's extra-curricular fund account and petty cash account. The Superintendent may delegate this authority to designated District employees.

**Contracts for Goods and Services and Leases:** The Superintendent is authorized to sign, on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under Seven Thousand Five Hundred Dollars (\$7,500.00) without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board

**Personnel Contracts:** The 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 Chairman and the Clerk.

#### Policy History:

Adopted on: 11/4/98

Effective Date: 1/1/99

Revised on: 8-10-04