

Chinook 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 of sign certain documents on behalf of the District. The Chair and Clerk are authorized to use a facsimile signature plate or stamp. All such plates must be filed under oath with the Secretary of State. The use and security of a signature stamp for use by the Chairperson and clerk shall be controlled in accordance with 20-9-221(2), MCA.

Warrants: The Board Chair and Clerk are required to sign all District warrants on behalf of the Board.

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

Checks: The Clerk is designated as the custodian of each school building extra-curricular fund account. The Clerk is designated as the custodian of all District petty cash accounts.

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 Twenty Five Thousand Dollars (\$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 Chairperson and clerk are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature.

Legal Reference:	2-16-114, MCA	Facsimile signatures
	20-9-204, MCA	Conflicts of interest, letting contracts, calling for bids
	20-9-213, MCA	Duties of Trustees
	20-9-221(2), MCA	Procedures for issuance of warrants

Procedure History:

Promulgated on: August 1998

Revised on: