

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.

Warrants: The following are designated positions authorized to sign all District warrants on behalf of the Board: *Board Chair, or Vice Chair and Business Manager.*

Purchase Orders: Staff employed by the District in the following designated positions are authorized to certify purchase orders against or for the District: *Principal*

Invoice Claims: Staff employed by the District in the following designated positions are authorized to certify invoice claims against or for the District:

- *Principal- all*
- *Clerk- as designated by the Principal*
- *Kitchen Manager- food service invoices*
- *Custodian: maintenance invoices*
- *Bus Drivers: transportation invoices*

Checks: The following are designated as the custodian of each student activity account held at Big Sky Western Bank: *Principal and Clerk.*

Contracts for Goods and Services and Leases: The Principal 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. (GGS Policy #7320).

Personnel Contracts: Personnel contracts shall be signed for the District by: *Board Chair or Vice Chair and the Clerk.*

Negotiated Agreements: Negotiated agreements shall be signed for the District by: *Board Chair or Vice Chair and the Clerk.*

Policy History:

Adopted on: February 10, 2004

Revised on: