

Palouse Prairie Charter School

THE BOARD OF DIRECTORS

1260

Authorization of Signatures

For the conduct of the business of the Charter School, the Board may grant authority to specific staff to sign certain documents on behalf of the Charter School. The Chair and clerk are authorized to use a facsimile signature plate or stamp.

Claim Forms: Staff employed by the Charter School in the following designated positions are authorized to certify voucher or invoice claims against or for the Charter School:

Business Manager_

Checks: The School Director is designated as the custodian of the school building activity fund. He or she is designated as the custodian of all Charter School petty cash accounts. Staff employed by the Charter School in the following designated positions are authorized to sign on behalf of the Board checks drawn on any specific petty cash account:

Business Manager

Contracts for Goods and Services and Leases: The School Director is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$1,000 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts: The Board Chair 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 Charter School by the Board Chair.

Policy History:

Adopted on: 1/23/2017

Revised on: