AUTHORIZATION OF SIGNATURES AND PURCHASING AUTHORITY

1. Authorization of Signatures and Purchasing Authority

a. For the conduct of District business, the Board of Trustees authorizes designated employees to approve claims, sign checks, and execute certain documents on behalf of the District.

b. No District employee may obligate the District through a contract, subscription agreement, license agreement, lease, or service agreement unless authorized under this policy.

c. All purchases and contracts authorized under this policy must be within the limits of the District's approved budget unless otherwise authorized by the Board.

d. Purchases may not be artificially divided or split to circumvent approval thresholds or procurement requirements.

e. All signatures executed under this policy shall comply with Board policy, District procedures, and applicable Idaho law. Original, facsimile, or approved electronic signatures may be used as permitted under Board Policy 1265.

2. Approval of Claims and Invoices

a. The following District officials are authorized to approve voucher or invoice claims against District funds:

   i. Superintendent, Assistant or Deputy Superintendents, Executive Directors, and Chief Financial Officer

b. Building principals, directors, and supervisors may approve invoices within their assigned areas of responsibility consistent with District purchasing procedures.

c. All claims shall be reviewed and processed in accordance with District accounting procedures and Idaho Code §33-701.

3. Check Authorization

Checks drawn on District accounts shall be authorized as follows:

a. All checks drawn on District accounts or school activity accounts shall require the signatures of two separate authorized individuals.

b. The Board Chairperson or Vice Chairperson and the Board Treasurer are authorized to sign checks drawn on District accounts by original, facsimile, or electronic signature.

c. Each certified school administrator as well as the school secretary and bookkeepers are authorized to sign checks drawn on school activity accounts by original, facsimile, or electronic signature.

d. The following officials are designated as custodians of District and school activity accounts:

i. The Chief Financial Officer is designated as custodian of all District accounts and may sign checks on behalf of the Board as authorized.

ii. The principal of each school shall serve as custodian of that school's activity funds and shall administer such funds in accordance with District policy and procedures.

4. School-Level Purchasing Authority

a. No District employee may commit the District to a purchase or obligation prior to the issuance of an approved purchase order.

b. Building principals may authorize purchases necessary for the operation of their school within approved budgets and District purchasing procedures.

i. Purchases up to $2,000 may be approved by the building principal in accordance with District purchasing procedures.

ii. Any purchase in excess of $2,000 requires a District purchase order approved by the Chief Financial/Operations Officer prior to the commitment of funds.

1. Building principals may sign purchase orders or purchasing documents up to $5,000 after approval of the purchase by the Chief Financial/Operations Officer.

2. Purchases in excess of $5,000 require approval by the Superintendent or the Superintendent's designee.

iii. Building principals are not authorized to execute contracts, leases, or agreements that legally bind the District unless specifically authorized by the Superintendent.

iv. All technology purchases, software licenses, and digital subscriptions must be reviewed and approved by the District technology department prior to purchase to ensure compliance with cybersecurity, student data privacy, and system compatibility requirements.

c. Purchases made with student activity funds, donations, or booster contributions intended for District use must be processed through District purchasing procedures and accounts.

5. Contracts to Purchase Goods, Services, and Leases

a. The Superintendent is authorized to execute contracts, leases, and agreements to purchase goods and services on behalf of the District in amounts not exceeding $100,000, provided that:

i. The expenditure is within the approved District budget; and

ii. The procurement complies with Idaho Code Title 67, Chapter 28 – Purchasing by Political Subdivisions.

iii. Contracts exceeding this delegated authority must receive prior approval from the Board of Trustees before execution.

iv. In the event of an emergency affecting the safety of students, staff, or District property, the Superintendent may authorize necessary expenditures consistent with Idaho law and shall report such actions to the Board at the next regular meeting.

6. Agreements to Receive Funds

a. Building principals may accept donations, sponsorships, or contributions supporting school programs when no contractual obligations are imposed on the District other than acknowledging the donor.

b. Agreements that create ongoing obligations, advertising rights, naming rights, exclusive vendor relationships, or liability provisions must be reviewed and approved by the Superintendent or designee prior to execution.

c. Donations or sponsorships may not create advertising or promotional activities that interfere with the educational environment or imply District endorsement of commercial businesses, products, or services.

7. Contracts Requiring District-Level Review

a. The following agreements must be reviewed and approved by the District office prior to execution regardless of cost:

i. Software licenses, digital subscriptions, and technology agreements

ii. Contracts involving student or staff data

iii. Leases or agreements extending beyond the current fiscal year

iv. Agreements containing indemnification, liability, or insurance provisions

v. Agreements related to field trips, facility use, transportation services, or student activities that include liability waivers, indemnification provisions, or insurance requirements

8. Personnel Contracts

a. Personnel contracts and agreements of employment approved by the Board may be signed on behalf of the District by the Board Chairperson and the Clerk using original, facsimile, or electronic signatures.

9. Negotiated Agreements

a. Collective bargaining agreements and other negotiated agreements approved by the Board shall be signed on behalf of the District by the Board Chairperson and the Clerk.

10. Legal Reference

a. Idaho Code §33-512 – Governance of Schools

b. Idaho Code §33-701 – Fiscal Year; Payment and Accounting of Funds

c. Idaho Code Title 67, Chapter 28 – Purchasing by Political Subdivisions

d. Idaho Code Title 28, Chapter 50 – Uniform Electronic Transactions Act

11. Cross Reference

a. 1220 – Duties of Board Chairperson

b. 1222 – Duties of the Treasurer

c. 1265 – Electronic Signatures

12. Adopted: March 9, 2005

13. Revised: 05-13-2026