

AUTHORIZATION OF SIGNATURES

For the conduct of the business of the Bonneville Joint School District No. 93, the Board of Trustees may grant authority to specific staff to sign certain documents on behalf of the District. The Chairperson, Chief Financial/Operations Officer, and Clerk are authorized to use a facsimile signature plate or stamp or other electronic signature as addressed herein.

Guidelines

Claim Forms

Staff employed by the District in the following designated positions are authorized to approve voucher or invoice claims against or for the District:

- Superintendent
- Deputy Superintendent
- Assistant Superintendent
- Chief Financial/Operations Officer

Invoices

Staff employed by the District, in the following designated positions, are authorized to approve invoices for the District:

- Principals
- Directors
- Supervisors
- Board Clerk

Checks

1. The Board Chairperson or Vice Chairperson, and Board Treasurer are authorized to sign all checks drawn on any District account by original signature, facsimile signature or via electronic signature.
2. The school principal is designated as the custodian of each school building activity fund.
3. The Chief Financial/Operations Officer is designated as the custodian of all District accounts.

4. Staff employed by the District in the following designated positions are authorized to sign checks drawn on any specific District account on behalf of the Board:

- Chief Financial/Operations Officer

Contracts for Goods and Services and Leases

1. The Superintendent is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$50,000 without prior approval of the Board.
2. The types of goods and services contracted for more than \$50,000 must be pre-approved by the Board.

Personnel Contracts

The Board Chairperson and Clerk may sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature or via electronic signature.

Negotiated Agreements

Negotiated agreements shall be signed for the District by the Board Chairperson and the Clerk.

Adopted:	03-09-2005	Reviewed:	05-13-2020	Revised:	09-12-2012
					10-11-2017
					06-13-2018
					12-12-2018
					12-11-2019

Cross Reference: Duties of Board Chairperson #1220
 Duties of the Treasurer #1222
 Electronic Signatures #1265

Legal Reference: Idaho Code § 33-701 Fiscal Year – Payment and Accounting of Funds