

SECTION 1.01 – AUTHORIZATION OF SIGNATURES

Contact: [Finance @ Extension 4150](#)

A. Overview

[Board Policy and Procedure 1332/1332P](#) define the permissible signature authorities. Signature authorities are defined for warrants, claim forms, checks, contracts and leases for equipment and services and purchase orders.

B. References

[Board Policy/Procedure 1332/1332P](#) – Authorization of Signatures
[Board Policy/Procedure 6210/6210P](#) – Purchasing: Authorization and Control
[Section 2.01](#) – Purchasing Guidelines
[Section 2.04](#) – Procurement Card Use
[Section 2.05](#) – Imprest Checking Accounts
[Section 2.06](#) – Reimbursement Vouchers
[Section 2.07](#) – Contractual Service Agreements

C. Guidelines and Restrictions

- Warrants – All district warrants must be signed by the superintendent.
- Claim Forms – The chief financial officer is the auditing officer for the district and is authorized to certify voucher or invoice claims against the district.
- Checks – The district maintains numerous checking accounts, including revenue transmittal accounts, imprest accounts and an advance travel account. Refer to [Board Procedure 1332P](#) for personnel authorized to sign on each account.
- Contracts and Leases for Property, Public Works, Equipment, Supplies, Services and other Work under \$10,000 for a contract term not exceeding one year – charged to any fund, including the capital projects fund, must be reviewed and approved prior to execution, and a final copy retained by the chief financial officer. Assistant superintendents, executive directors, chief financial officer, chief information officer, principals, and directors are authorized to sign.
- Contracts and Leases for Property, Public Works, Equipment, Supplies, Services and other Work over \$10,000 for a contract term not exceeding one year – charged to any fund, including the capital projects fund, must be reviewed and approved prior to execution, and a final copy retained by the chief financial officer. Superintendent, deputy superintendent, assistant superintendent, chief financial officer, chief information officer, and executive director, facilities and operations, are authorized to sign.

- **All contracts or leases that obligate the district beyond the current fiscal year must be signed by either the superintendent; deputy superintendent, an assistant superintendent, chief financial officer, chief information officer, or executive director, facilities and operations. Any contract, lease or agreement that indemnifies another party must be approved by the superintendent or deputy superintendent.**
- Purchase Orders – The initiating administrator with budget authority must approve all purchase orders submitted to the purchasing office. Before purchase orders are released to vendors, they must be signed by the chief financial officer or his/her designee.
- Purchase Requisitions – The electronic purchasing process in BusinessPlus is based upon an electronic approval hierarchy. This hierarchy is managed in the finance and business services department. Delegation of approval authority requires submittal of an executed Requisition Approval Delegation form.

D. Purchasing Authorization and Control

[Board Policy 6210](#) states: “The superintendent or designee is authorized to direct expenditures and purchases within the limits of the detailed annual budget for the school year. Requisition and purchase order procedures will be used to control the expenditure of funds. **Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.**”