

AUTHORIZATION OF SIGNATURES

For the conduct of the business of the district, the superintendent is authorized to use a facsimile signature plate or stamp. Notice of said action shall be filed with the Secretary of State. The superintendent may also grant authority to specific staff to sign certain documents in behalf of the district.

- A. For the conduct of the business of the district, the superintendent and business manager are authorized to use a facsimile signature plate or stamp. All such plates shall be filed under oath with Secretary of State.
  
- B. Signatures on behalf of the district are as follows:
  - 1. District warrants -- superintendent/board secretary;
  - 2. Contracts for goods and services, and leases under \$50,000 without prior approval of the board -- superintendent/board secretary or designee;
  - 3. Personnel contracts and agreements -- superintendent/board secretary;
  - 4. Negotiated agreements -- board president and chief negotiator;
  - 5. Vouchers or invoice claims against the district -- business manager;
  - 6. General fund revolving fund checks -- superintendent/board secretary or business manager;
  - 7. ASB revolving funds -- two staff members named by the superintendent or business manager;
  - 8. ECIA Chapter 1; ECIA Chapter 2; P.L. 874; Indian Education Act Title V, Part A; state vocational programs; federal special education grants -- superintendent or designee.

Legal References:

RCW 28A.400.030  
RCW 39.62  
Officials Act

Superintendent's duties  
Uniform facsimile signature of Public

Adopted 10-21-82  
Revised 01-30-86  
Revised 09-22-94  
Revised 05-25-95