

## Raymond School District Policy - DGA

### AUTHORIZED SIGNATURES

The Superintendent is directed to create internal controls to ensure that contracts, checks and other official documents are accurate, authorized and signed by the appropriate persons and that necessary actions are taken to prevent mistakes, fraud, embezzlement and District liability, and to comply with applicable state or federal laws and regulations.

In general, the Superintendent or his/her designee may sign documents on behalf of the District or the Board. When a signature of one Board member is required, the Chair, or in his/her absence, the Vice Chair, or, in his/her absence, the School Board Secretary is authorized to sign on behalf of the Board. Other District personnel and District officials (e.g., Treasurer, school nurses, etc.) are authorized to sign documents or instruments on behalf of the District or School Board as required by any statute, regulation, or Board policy or as directed by the Superintendent.

All contracts must be approved by the Superintendent or his/her designee prior to signing.

No District personnel shall sign documents on behalf of the District or Board unless authorized by this Policy. Before signing, the authorized individual must ensure that the document is accurate and has been properly approved.

Electronic signatures may be used if in accordance with Board Policy EHAC.

#### Statutory Reference:

*RSA 197:23-a, Treasurer's Duties*

*RSA 294-E, Uniform Electronic Transfers Act*

Adopted:	January 5, 1972
R/R:	3/23/89
Revised:	April 18, 2002
Revised:	December 2, 2020