

Raymond School District Policy - DGA

AUTHORIZED SIGNATURES

~~Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the School District Treasurer, who is authorized to sign only after approval of manifests by the majority of the Board. Checks drawn on an activity fund will require two signatures.~~

~~The checks used by the District will be pre-numbered.~~

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.

~~Execution of a document on behalf of the District or the Board is indication by the person so signing that the document is accurate, has been adequately approved by the Board or other District personnel as appropriate and necessary, and is in the best interest of the District.~~

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

Proposed Revision Second Reading: December 2, 2020