

## **AUTHORIZED SIGNATURES**

### **Purchase Order and Contract Authority**

The School Committee shall designate purchase order and/or contract signature authority as follows:

1. The School Chief Procurement Officer shall sign attesting to procurement laws being followed.
2. The School Business Administrator shall sign attesting to available funds to pay for the purchase.
3. Town Counsel shall sign as to form for contracts over \$100,000.

The Superintendent will sign purchase orders and contracts in the absence of the School Business Administrator. If the Superintendent is unavailable, the Superintendent will designate an alternate.

### **Payroll and Accounts Payable warrant/batch approval**

The individual serving in the School Business Administrator role (or his/her chosen designee) shall sign the payroll warrant and/or accounts payable batches presented for approval.

The School Committee shall designate by vote one member and an alternate who will sign the payroll warrant and/or accounts payable batches presented by the School Business Administrator. Said vote shall be provided to the Town Comptroller and Town Treasurer.

The approval of the School Business Administrator (or his/her chosen designee) and School Committee designee/alternate shall authorize issuance of checks by the Town Treasurer.

The School Committee shall include payroll and accounts payable batch/warrant approvals on its next available meeting to approve. The Superintendent (or his/her chosen designee) shall sign the payroll warrant and/or accounts payable batches presented for approval.

The Town Treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid unless allowed by statute.

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56

Revised/Adopted by School Committee: October 12, 2017