

## **Authorized Signatures**

### **Warrants**

The superintendent is authorized to sign all school district warrants by facsimile signature on behalf of the board of directors.

### **Payment Vouchers/Invoices**

Authority to certify vouchers or invoices against Clover Park School District is granted to the superintendent or designee.

### **Checks**

Personnel employed by the board of directors of the Clover Park School District in the following designated positions are authorized to sign, on behalf of the board of directors, checks drawn on the revolving bank account of Clover Park School District:

- ◆ Superintendent or designee
- ◆ Administrator for Business Services
- ◆ Director of Financial Services

### **Contracts for Goods, Services and Leases**

Personnel employed by the board of directors of the Clover Park School District in the following designated positions are authorized to sign, on behalf of the board of directors, contracts for goods, services, and leases.

- ◆ Superintendent or designee
- ◆ Administrator for Business Services
- ◆ Purchasing Manager
- ◆ Administrator for Human Resources (consultant/professional services contracts only)

### **Personnel Contracts**

The superintendent is authorized to sign personnel contracts and agreements of employment on behalf of the board of directors by facsimile signature.

### **Negotiated Agreements**

Negotiated agreements shall be signed, for the district, by the school board president and the superintendent. Other modifications to existing agreements shall be signed by the superintendent or designee.

Legal References:	RCW 28A.330.080	Payment of claims – signing warrants
	RCW 28A.330.090	Auditing committee and expenditures
	RCW 28A.335.190	Advertising for bids – Competitive bid procedures
	RCW 28A.400.030	Superintendent’s duties

**CLOVER PARK SCHOOL DISTRICT**  
**Policy Series: Management Support**

**Policy No. 6055**

RCW 28A.405.210 Conditions and contracts of employment –  
Determination of probable cause for renewal of  
contracts – Nonrenewal due to enrollment  
decline or revenue loss – Notice – Opportunity  
for hearing

**Adoption Date: 09.22.60**

**Former Policy Number: 7002**

**Clover Park School District**

**Reviewed: 08.12.85; 01.08.90; 06.11.90; 10.14.91; 07.25.94; 06.12.95; 01.13.97; 04.15.02;  
05.08.06; 10.08.12**

**Discretionary**