Forrest M. Bird Charter Schools No. 487

THE BOARD OF DIRECTORS **1260**

Authorization of Signatures

For the conduct of the business of the Charter School, the Board may grant authority to specific staff to sign certain documents on the Charter School's behalf. The Chair, Clerk, and Executive Director are authorized to use a facsimile signature plate or stamp.

Invoices

Staff employed by the Charter School, in the following designated positions, are authorized to certify invoices for the Charter School:

Executive Director/ Charter Administrator
Business Manager

Checks

Staff employed by the Charter School, in the following designated positions, are authorized to sign on behalf of the Board checks drawn on any specific petty cash account:

Executive Director/ Charter Administrator

Contracts for Goods, Services, and Leases

The Executive Director is authorized to sign on behalf of the Board contracts, leases, and/or contracts for goods and services for amounts under $10,000 without prior approval of the Board. The types of goods and services contracted for must be pre-approved by the Board.

Personnel Contracts

The Board Chair, Clerk, and Executive Director are authorized to sign personnel contracts and agreements of employment on behalf of the Board by facsimile signature.

Negotiated Agreements

Negotiated agreements shall be signed for the District by the Board Chair and the Clerk.

Legal Reference: I.C. § 30-30-601 Requirement for and Duties of Board
I.C. § 30-30-625 Officers' Authority to Execute Documents

Policy History:
Adopted on: December 11, 2018
Revised on: August 25, 2025