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2   **AUTHORIZED SIGNATURES**

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

8   In general, the Superintendent or his/her designee may sign documents on behalf of the  
9   District or the Board. When a signature of one Board member is required, the Chair, or  
10   in his/her absence, the Vice Chair, is authorized to sign on behalf of the Board. Other  
11   District personnel and District officials are authorized to sign documents or instruments  
12   on behalf of the District as directed by the Superintendent.

13   An electronic signature may be used whenever a signature is required, unless there is a  
14   specific statute, regulation, or policy that requires records to be signed in no-electronic  
15   form.