

AUTHORIZED SIGNATURES

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; that necessary actions are taken to prevent mistakes, fraud, embezzlement and School District liability; and to comply with applicable state or federal laws and regulations.

In general, the Superintendent or their designee may sign documents on behalf of the School District or the School Board. When a signature of one School Board member is required, the Chair, or in their absence, the Vice Chair, is authorized to sign on behalf of the School Board. Other School District personnel and School District officials (e.g., Treasurer, school nurses, etc.) are authorized to sign documents or instruments on behalf of the School District or School Board as required by any statute, regulation, or School Board policy or as directed by the Superintendent.

Execution of a document on behalf of the School District or the School Board is indication by the person so signing that the document is accurate, has been adequately approved by the School Board or other School District personnel as appropriate and necessary, and is in the best interest of the District. Electronic signatures may be used if in accordance with School District Policy EHAC.

Checks drawn on the general fund or any special fund (with the exception of the student activity fund) will require the signature of the School District Treasurer or Deputy Treasurer if circumstances warrant, who is authorized to sign only after approval of manifests by the School Board in accordance with Policy DK – Payments, Checks and Manifest or Policy BFD – New Boston School Board Authorizations. Checks drawn on a student activity fund will require the signature of the school principal or another duly authorized signor in the building. The activity advisor shall not be an authorized signor.

The checks used by the School District will be pre-numbered, or electronically numbered using the District’s financial software platform.

References: Policy DK – Payments, Checks and Manifests
Policy BFD – New Boston School Board Authorizations

Legal Reference:

RSA 197:23-a Treasurer’s Duties

NEW BOSTON SCHOOL DISTRICT

DGA

**AUTHORIZED SIGNATURES
(Continued)**

Proposed: 03/23/1992
Adopted: 04/30/1992
Revised: 11/15/1999
Adopted: 08/22/2005
Proposed: 05/16/2016
Adopted: 08/29/2016
Proposed: 05/16/2016
Adopted: 08/29/2016
Proposed: 09/09/2016
Proposed: 11/18/2020
Adopted: 12/02/2020
Proposed: 04/10/2024
Adopted: 06/19/2024

NHSBA Review: 04/04/14