

**2324 (DGA)**

**AUTHORIZED SIGNATURES**

**2324 (DGA)**

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

Execution of a document on behalf of the District or the Board is indication by the person so signing that the document is accurate, has been adequately approved by the Board or other District personnel as appropriate and necessary, and is in the best interest of the District.

Checks drawn on the general fund or any special fund (with the exception of the individual school activity funds) require the approval of manifests by the members of the School Board Finance Committee and the signature of the School District Treasurer or Deputy School District Treasurer prior to being released to the payee.

Checks issued by the District will be sequentially numbered.

RSA 197:23-a      School Meetings & Officers: Treasurers Duties

RSA 294-E          Uniform Electronic Transactions Act

Adopted: 5/2012

Revised: 6/2024

Related Policy [2326](#) (DFA)