

**GOFFSTOWN SCHOOL DISTRICT****DGA****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 and 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 his/her 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 his/her 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. 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.

**Legal Reference:**

*RSA 197:23-a Treasurer's Duties*

Proposed: 03/23/92  
 Adopted: 04/20/92  
 Revised: 11/15/99  
 Adopted: 08/22/05  
 Proposed: 05/16/16  
 Adopted: 08/29/16  
 Proposed: 05/16/16  
 Adopted: 09/19/16  
 Proposed: 11/23/2020  
 Adopted: 01-04-2021

NHSBA Review: 04/04/14