



JCS-Inc. Policies

## 4004.1 Board Authorization Policy

**Effective Date: June 5, 2020**

**Approved by: Board of Directors**

### **Policy:**

The Board may authorize a designee to use the Board President's signature stamp to process pre-approved Board contracts, invoices and teacher stipends. Check registers with invoices over \$3000 must be signed or stamped by the Board President, or the designee, in the School's Main Office.

The Board may authorize the Executive Director or designee to apply an electronic signature or stamped signature for checks generated by the school office. Authorization to sign checks will be given on the basis of customary payroll and regular monthly expenses to the school, approved contract transactions, and specific direction of the board. Transactions will be presented in summary form to the Board President at least three days prior to each Board Meeting, and must be ratified by the Board.

Original Policy 06/04/02

Revised Policy 09/10/09

Revised Policy 06/05/2020