

Delegation of School District Signature Authority

(Effective August 1, 2020)

The following individual(s) have been granted authority to sign contracts and agreements on behalf of the district:

COMMITTED AMOUNT	TITLE/POSITION	FUNDING SOURCE
Certifying Official (may obligate the district)	Deputy Superintendent of Business	Federal
Up to \$49,000	Deputy Superintendent of appropriate division	Local
\$50,000 or more	REQUIRES BOARD APPROVAL	Local and Federal
Certification of Funds*	Executive Director of Finance, Deputy Superintendent of Business	Federal

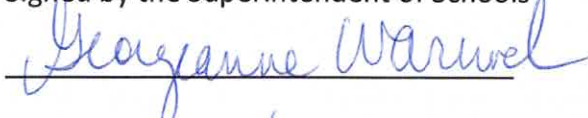
Individuals granted signature authority are responsible for complying with all district administrative procedures, including the district's purchasing procedures. In addition, individuals authorized to obligate the district are responsible for determining appropriate funding source in accordance with the adopted budget, complying with State and Federal laws and Board policy.

No purchase may be initiated prior to obtaining an approved purchase order.

Persons making unauthorized purchases shall assume full responsibility for all such purchases and may be subject to disciplinary action.

**A district official must have been delegated authority to enter the district into legally binding agreements in order to "certify and submit" requests for reimbursements from TEA for federal grants.*

Signed by the Superintendent of Schools



Date Signed

