SIGNATURE STAMP POLICY

Signature stamps may be used for expenditures in lieu of an original signature in accordance with the following terms, limits, and procedure.

Terms Defined:
The term "Signing Authority" is defined as the person whose signature is to be applied by stamp or other electronic means, and the term "Assignee" is defined as a person holding signature stamp authority delegated from the Signing Authority.

Limits:
Requests to utilize a signature stamp shall be submitted to the County Superintendent with prior approval of Division Assistant Superintendent or SELPA Director. The County Superintendent will provide final approval or denial of signature stamp use.

Specific conditions should exist prior to requesting a signature stamp. These conditions shall include, but not limited to, Signing Authority is out of the office for frequent and substantial amounts of time; back-up Signing Authority is out of the office for frequent and substantial amounts of time.

The application of a signature stamp should be undertaken with good business practices, and not to be used as a convenience. A signature stamp may not be used for the approval of documents which entail the commitment of funds, or used to enter into contractual commitments.
This policy does not apply to the process by which payroll and vendor checks are signed and authorized.

Procedure:
A request for signature stamp shall include:

1. Specific reason for the request.
2. Indication of Assignee.
3. Additional limits of Assignee use of stamp, if applicable.
4. Approval / Signature of Asst. Superintendent.

A signature may be affixed by a stamp or other electronic means so long as:

1. The instrument used remains in a securely locked location and in the possession or under the control of the Signing Authority.
2. The signature is applied either by the Signing Authority or an Assignee.
3. Assignee initials next to stamped signature, and indicates date of approval from Signing Authority.
4. The assignment of signature stamp authority to any Assignee is documented in writing; and

5. The application of the stamp or other electronic signature by an Assignee is approved in advance by the Signing Authority.

Responsibilities:

It is further the responsibility of the Signing Authority to:

1. Annually review any assignment of signature stamp authority to an Assignee.

2. Ensure that any Assignee understands this policy and the terms, limits, and procedures of the assignment of signature stamp authority, it being understood that the Signing Authority is ultimately responsible for the Assignee's actions undertaken pursuant to the assignment of signature stamp authority.

3. Ensure that the stamp or other instrument for the mechanical application of a signature is placed in an appropriately secure area when not in use.

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Request Use of Signature Stamp

Signing Authority:

<u>Printed name</u>   <u>Signature / Date</u>

Assignee:

<u>Printed name</u>   <u>Signature / Date</u>

Signature above is indication that I have read, understand, and agree to abide by the Signature Stamp Policy as written, and the following existing conditions have been met:

- Signing Authority is out of the office for frequent and substantial amounts of time
- Back-up Signing Authority is out of the office for frequent and substantial amounts of time

Specific reason for request:

Additional Limits of Assignee use of stamp:

☐ **Approved**   ☐ **Denied**

Signature / Date **- Asst. Superintendent or SELPA Director**

☐ **Approved**   ☐ **Denied**

Signature / Date **- Superintendent**