

## AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

### DGA – AUTHORIZED SIGNATURES

*Category: Priority/Required by Law*

*Related Policies: BDC, DFA, DIH, DK & EHAC*

The Superintendent or their designee is authorized to sign documents on behalf of the District (or SAU), as required. The Board Chair, or in their absence, the Vice-Chair, is authorized to sign on behalf of the Board after Board approval of specific content of a document (or under guidelines from the Board). Other District officials may sign documents under their specific purview and authorities, as required by statute, regulation, or policy.

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. Board member signatures on manifests are indications of awareness of the contents of a manifest, and approvals authorizing the Treasurer to issue payment, not statements of accuracy of the contents of the manifest.

**Legal References:**

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

*RSA 294-E, Uniform Electronic Transfers Act*

Revised: October 5, 2017 (Souhegan)

Revised: December 3, 2015 (Souhegan)

Adopted: August 17, 1992 (Souhegan)