

The Superintendent will not operate without having an administrative policy in place which controls signing authority including North Thurston Public Schools expense approval.

Specifically, the Superintendent will not operate without:

Signing Officers

1. Identifying the corporate signing officers of North Thurston Public Schools, as the Board Chair and the Vice Chair.
2. Identifying the staff signing officers as the Superintendent, Assistant Superintendent of Operations, and the Executive Director of Financial Services. The Director of Construction and Design has signing authority within the Capital Projects Fund.

Commitment to a Purchase/Contract

3. Ensuring that the administrative authority policy outlines a detailed approval process for contract/commitments made by NTPS staff and that it is consistent with this policy.
4. Ensuring that major contracts for services (over \$500,000 for services and over \$500,000 for goods) are signed by both the Board Chair (or official delegate i.e. other Board corporate signing officer – Vice Chair) and a signing officer, the Superintendent or delegate ensuring that all lease contracts which run over multiple years with a cumulative total of more than \$100,000 are signed by the Superintendent (or official delegate).

Signing or Authorizing Checks

5. Ensuring that all checks are signed by two signing authorities.

Expenses Administration

6. Ensuring that administrative signing policies and procedures regarding staff expenses are clear for all staff and that these are followed by staff.

Authorization of Superintendent Expenses

Regarding authorization of the direct expenses of the Superintendent, he/she will not operate without keeping his/her expenses related to conducting business of the NTPS Superintendent to prudent levels and within the budget.

Further, and under direction of this policy, the superintendent will not operate without:

7. Reporting all superintendent expenses using an Expense Reporting Form with allocation to specific cost codes and with all original receipts of expenses attached.
8. Submitting expenses incurred for approval within 30 days on a normal basis for reimbursement.
9. Securing the signature of the Board Chair for all superintendent expense amounts including those charged to organization credit cards in excess of \$3,000.00.
10. Ensuring all superintendent expenses are included in the records reviewed by the external auditor during the annual financial audit.
11. Reporting any amounts paid to the superintendent or to NTPS related to superintendent services paid by other organizations.

Adopted: May 7, 2019 Board of Directors, North Thurston Public Schools