

**SIGNATURE AUTHORIZATION**

1. Board Members and Staff with Signature Authorization:
  - a. The signature of the Board Chair and Academy President or Management Company Representative will be used on all contracts binding the Charter School for amounts in excess of **\$15,000** annually, including personnel contracts.
  - b. The President or Management Company Representative or designee will be given authorization to enter into contracts on behalf of the Charter School for amounts of **\$15,000** or less.
  - c. The Board Chair, Teacher Representative Board Member, President or Management Company Representative, Vice Principal – Workforce, Business Manager, Compliance Administrator, and Accounting Clerk are authorized signatories on all Charter accounts.
2. Signed Warrants:
  - a. Facsimile signatures of the Board Chair and the President or Management Company Representative may be affixed to warrants as previously authorized by the Board through Board Agenda item or for warrants equal to or below **\$2,500**.
  - b. Warrants in excess of **\$2,500** without specific Board prior approval must have two (2) actual signatures by designated signatories.

Authority: South Tech Charter Academy By-laws, Section 8.1

Implemented: South Tech Charter Academy By-laws, Section 8.1

History: New: 10/07/2004; Revised: 7/07/2005; 3/11/2010